

# Task and Solutions Professional Services

High Complexity Bid Solicitation and Resulting Contract (HC)  
For over CKFTA Requirements

Request for Proposal (RFP): 01B68-23-2349

**FOR THE PROVISION OF**

Three (3) Human Resources Specialization for different Category

**FOR**

**Agriculture and Agri-Food Canada (AAFC)d  
Information System Branch**

**Proposals must be submitted electronically via email to the  
Contracting Authority by: November 2<sup>nd</sup> 2023 @ 12:00pm EDT**

Contracting Authority:

**Julie Mercier**

Contracting Specialist

Agriculture and Agri-Food Canada/Agriculture et Agroalimentaire Canada

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Task Authorization Form 572 and any other annexes.

### 1.2 Summary

Agriculture and Agri-Food Canada requires professional services resources with the experience and skill-sets required to support the human resources requirements of managers and executives within the Information Systems Branch (ISB.) This includes the timely operational support to augment organizational capacity in order to complete necessary Human Resources (HR) planning, staffing and resourcing processes. The resulting contract will provide a Branch-wide contracting vehicle that all ISB Directorates can access to support operational staffing activity on an as-and-when-required basis

**Table 1 – Resource Requirements**

Resource Categories Required	Level	# of Resources	Evaluated at RFP or TA Stage
1. 1.8 Staffing Consultant	Senior	1	RFP
2. 1.8 Staffing Consultant	Intermediate	1	RFP
3. 1.2 Organizational Design and Classification Consultant	Senior	1	TA
<b>Total</b>		<b>3</b>	

### 1.3 Period of the contract

The period of the Contract is from date of Contract to March 31, 2025 inclusive

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional one year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

#### **1.4 Security**

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

#### **1.5 Deliverable**

This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation,

This bid solicitation allows bidders to use the CPC Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

#### **1.6 Debriefings**

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

## ATTACHMENT 1 TO PART 1, LIST OF SUPPLIERS

This list will not be updated if additional suppliers request copies of the bid solicitation.

All Qualified SA Holders Are Invited.

Only selected TSPS SA Holders currently holding a TSPS SA under the E60ZT-18TSPS series of SAs are invited to compete. SA Holders may not submit a bid in response to this bid solicitation unless they have been invited to do so. However, should an uninvited SA Holder wish to be invited, it may contact the Contracting Authority to request an invitation at any time prior to five business days before the published bid closing date, and an invitation will be made to that SA Holder unless it would not be consistent with the efficient operation of the procurement process. In no circumstance will such an invitation require Canada to extend a bid closing date. The following SA Holders have been initially invited to bid on this requirement.

SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the E60ZT-18TSPS series as that joint venture at the time of bid closing in order to submit a bid.

<b>NAME of the Company</b>
7320931 Canada Ltd
Altis Human Resources (Ottawa) Inc.
Archipelago Alliance Inc.
Artemp Personnel Services Inc.
Breckenhill Inc
Cofomo Inc.
CPCS Transcom Limited
Excel Human Resources Inc.
Fast Track Staffing 49 Solutions in joint Venture
Human Resource Ststems Group Ltd
Maverin Business Services Inc.
MGIS Inc.
QMR Staffing Solutions Incorporated
Quallium Corporation
TAG HR The Associates Group Inc.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 3.a) of Section 01, Integrity Provisions - Bid of Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names “.

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

This bid solicitation allows bidders to use the Canada Post Corporation's (CPC) Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders **MUST** refer to **Part 3** entitled Bid Preparation Instructions, of the bid solicitation, for further information.

**Bids MUST be submitted ONLY By:**

[Canada Post Corporation's \(CPC\) Connect service:](#)

**Canada Post Corporation's (CPC) Connect service information: [Section 08](#) (2023-06-08) - Transmission by Canada Post Corporation's (CPC) Connect service of document [2003](#) (2023-06-08) – Standard Instructions - Goods or Services - Competitive Requirements**

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [Connect service](#) provided by Canada Post Corporation.

The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by Agriculture and Agri-Food Canada is: [aafc.procbidreceiving-receptiondesoumissionprov.aac@agr.gc.ca](mailto:aafc.procbidreceiving-receptiondesoumissionprov.aac@agr.gc.ca)

- b. To submit a bid using CPC Connect service, the Bidder must either:
  - i) send directly its bid only to the specified AAFC Bid Receiving Unit, using its own licensing agreement for CPC Connect provided by Canada Post Corporation; or
  - ii) send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that

- includes the bid solicitation number to the specified AAFC Bid Receiving Unit requesting to open a CPC Connect conversation. Requests to open a CPC Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting CPC Connect service to the specified AAFC Bid Receiving Unit in the bid solicitation, an officer of the AAFC Bid Receiving Unit will then initiate a CPC Connect conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
  - d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the CPC Connect conversation open until at least 30 business days after the solicitation closing date and time.
  - e. The bid solicitation number should be identified in the CPC Connect message field of all electronic transfers.
  - f. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the AAFC Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
  - g. For bids transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
    - i) receipt of a garbled, corrupted or incomplete bid;
    - ii) availability or condition of the CPC Connect service;
    - iii) incompatibility between the sending and receiving equipment;
    - iv) delay in transmission or receipt of the bid;
    - v) failure of the Bidder to properly identify the bid;
    - vi) illegibility of the bid;
    - vii) security of bid data; or,
    - viii) inability to create an electronic conversation through the CPC Connect service.
  - h. AAFC Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or AAFC Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
  - i. Bidders must ensure that they are using the correct email address for the AAFC Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the AAFC Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
  - j. A bid transmitted by CPC Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

Bids must be submitted using Canada Post Corporation's (CPC) Connect service to the email address specified below by the date, time and place indicated in the bid solicitation:

[aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca](mailto:aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca)

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



### 2.3 Former Public Servant

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

#### Definitions

For the purposes of this clause,

former public servant: is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the

Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ( )

No ( )

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

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

By providing this information, bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) 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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

#### 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority at [Julie.mercier@agr.gc.ca](mailto:Julie.mercier@agr.gc.ca) no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### 2.5 Applicable Laws

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

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

#### 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Bid Challenge and Recourse Mechanisms

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

Section IV: Additional Information (1 electronic copy)

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

#### 3.1.1 Submission of Only One Bid:

- a) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- b) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc.), an entity will be considered to be "**related**" to a Bidder if:
  - they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.).
  - they are "related persons" or "affiliated persons" according to the Canada Income Tax Act.
  - the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
  - the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- c) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture..

#### 3.1.2 Joint Venture Experience:

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

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

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

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the

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

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

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

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

That show in total 100 billable days.

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

### 3.2 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.

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

### 3.3 Section II: Financial Bid

- a) **Pricing:** Bidders **MUST** submit their financial bid in accordance with the Basis of Payment provided in **Annex B**. The total amount of Applicable Taxes **MUST** be shown separately, if

applicable. Unless otherwise indicated, bidders **MUST** include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.

- b) **Variation in Resource Rates by Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
- the rate bid **MUST** not increase by more than 5% from one time period to the next and
  - the rate bid for the same resource category during any subsequent time period **MUST** not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- c) **All Costs to be Included:** The financial bid **MUST** include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

### 3.4 Section III: Certifications

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

### 3.5 Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
  - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
    - the name of the individual;
    - the date of birth of the individual; and
    - if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
  - b) for each proposed location of work performance or document safeguarding, the address containing the information below.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

### 3.6 Exchange Rate Fluctuation

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

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

### 4.2 Technical Evaluation

#### a) Mandatory Technical Criteria

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "shall" or "mandatory" is a mandatory requirement. Bids that do not comply with every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in **Attachment 3 and 4 Part 4**.

#### b) Point-Rated Technical Criteria:

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in **Attachment 3 and 4 Part 4**.



A Technical Proposal Score (out of 70 points), will be computed for each technically responsive Bidder using the following formula:

<u>Actual Score</u>	$\times 70$ =	<b>Final Score</b>
Maximum Score Attainable		70% of Bidders Calculated Score

**Example: Given the Bidder has met the minimum threshold for each proposed resources**

<u>145</u>	$\times 70 =$	<b>Final Score</b>
160		63.438 out of 70

**Note:** Scores will be computed to a maximum of three decimal places.

**Technically Responsive Proposal:**

A technically responsive proposal is a proposal that:

Meets the mandatory requirements and obtains the required minimum points specified in the bid solicitation for the criteria that are subject to point rating.

**c) Reference Checks:**

- i. If a reference check is performed, Canada will conduct the reference check in writing by e-mail. Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not award any points unless the response is received within 5 working days of the date that Canada's email was sent.
- ii. Bidder to be notified that customer reference has not responded. On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The Bidder will have 24 hours to submit the name of a new contact. That contact will again be given 5 working days to respond once Canada sends its reference check request.
- iii. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- iv. Points will not be allocated and/or a Bidder will not meet the mandatory experience requirement (as applicable) if
  - (1) the reference customer states he or she is unable or unwilling to provide the information requested, or
  - (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

- v. Whether or not to conduct reference checks is discretionary.
- vi. **Number of Resources Evaluated:** Only a single resource per Resource Category will be evaluated as part of this bid solicitation as identified in **Attachment 2 Part 4**. Other resources may be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 - Resulting Contract Clauses, the Article titled "Task Authorization". When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form's Statement of Work. **The proposed resource, if not already evaluated, will then be assessed against the criteria identified in the Contract's Statement of Work in accordance with Annex A of this RFP.**

Resource Category	Level	Minimum Threshold For Rated Criteria	Maximum Points
1. 1.8 Staffing Consultant	<b>Senior</b>	70%= 70	100
2. 1.8 Staffing Consultant	<b>Intermediate</b>	70% = 42	60
<b>Total</b>			160

**4.3 Financial Evaluation**

- a. Unless otherwise specified in the RFP, the financial evaluation will be conducted by calculating the Total Bid Price using the Pricing Tables completed by the Bidders **Annex B**. The Bidder must provide firm per diem rates for all the categories of personnel being proposed in accordance with the bid solicitation, which will include the entire contract period.

Only the Per Diem Rates of proposals that are technically responsive will be considered.

- b. **Mandatory Financial Criteria**

- i. **Formulas in Pricing Tables**

The Bidder must provide all-inclusive firm per diem rates for the Categories of Personnel being proposed using **Annex B**. If the pricing tables provided to Bidders include any formulae, Canada may re-input the prices provided by Bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a Bidder.

- ii. **Substantiation of Professional Services Rates**

In Canada's experience, Bidders will from time-to-time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates for professional services bid, Canada may, but will have no obligation to, require price support for any rates proposed (either for all or for specific resource categories). Examples of price support that Canada would consider satisfactory include:

- A. Documentation (such as billing records) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm's length) for services similar to the services that would be provided by the relevant resource category, where those services were provided for at least one month and the fees charged are equal to or less than the rate offered to Canada (to protect the privacy of the customer, the Bidder may black out the customer's

name and personal information on the invoice submitted to Canada);

- B. A signed contract between the Bidder and an individual qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount payable under that contract by the Bidder to the resource is equal to or less than the rate bid for that resource category;
- C. A signed contract with a subcontractor who will perform the work under any resulting contract, which provides that the required services will be provided at a rate that is equal to or less than the rate bid for the relevant resource category (and where the resource meets all the qualifications described in this bid solicitation); or
- D. Details regarding the salary paid to and benefits provided to the individuals employed by the Bidder qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount of compensation, when converted to a per diem or hourly rate (as applicable), is equal to or less than the rate bid for that resource category.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (either the information described in the examples above, or other information that demonstrates that it will be able to recover its own costs based on the rates it has proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid, while, at a minimum, recovering its own costs. Where Canada determines that the information provided by the Bidder does not demonstrate the Bidder's ability to recover its own costs in providing the relevant resource, Canada may declare the bid non-compliant if the rate bid is at least **30%** of or lower than the median price bid by compliant Bidders for all years of the resulting contract for the relevant resource(s). Only the Firm Per Diem Rates of proposals that are technically responsive will be considered.

c. **Financial Proposal Score**

- i. The Bidder must provide all-inclusive firm per diem rates for all years of the contract for the **Resource** Category identified in PART 1, using the tables attached at Annex B the Financial evaluation will be conducted only on proposals that are technically responsive by using these rates to calculate the Total Financial Score. Period. Failure to abide with these conditions will result in a proposal being considered non-responsive.

d. **Maximum Funding**

The Maximum Funding for this requirement is **\$ 1,200,000.00** including all optional years period and harmonized taxes are extra.

ii. **Financial Evaluation Method 1 - Per Diem Median Rate Evaluation Method**

**Method 1:** The following financial evaluation method will be used if **3 or more bids** are determined responsive:

**Step 1 – Determining the median band for each period and each resource category**

The Contracting Authority will establish, for each period and each Resource Category, the median band limits based on the firm per diem rates provided by the technically responsive bids. For each period and each Resource Category, the median will be determined using the median function in Microsoft Excel.

The bands will be calculated as:

- a) The lower band will be the range that encompasses the median rate to a value of minus ten percent (-10%) of the median; and
- b) The upper band will be the range that encompasses the median rate to a value of plus twenty-five percent (+25%) of the median;

When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median and for an odd number of technically responsive bids, the middle rate will be used.

**Step 2 – Points allocation**

For each period and each Resource Category points will be allocated as follows:

- a) A Bidder’s proposed firm per diem rate that is lower than the established lower median band limit for that period and Resource Category will be allocated 0 points.
- b) A Bidder’s proposed firm per diem rate that is higher than the established upper median band limit for that period and Resource Category will be allocated 0 points.
- c) A Bidder’s proposed firm per diem rate falling within the median band limit, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to two decimal places:

$\frac{\text{Lowest proposed firm per diem rate within the median band limits}}{\text{Bidder's proposed firm per diem rate within the median band limits}} \times \text{Maximum Points Assigned in the Table that follows}$
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- d) A Bidder’s proposed firm per diem rate falling within the pre-determined median band limits which is the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned in the following Table A.

**Table A – Maximum point assigned**

Resource Categories	Initial Period	Opt 1	Opt 2	Opt 3	Total Points
1.8 Staffing Consultant, Senior	20	20	20	20	80
1.8 Staffing Consultant, Intermediate	20	20	20	20	80
1.2 Organizational Design and Classification Consultant, Senior	20	20	20	20	80
<b>Total</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>240</b>

**Step 3 – Total financial score**

Points allocated under STEP 2 for each period and Resource Category will be added together and rounded to two decimal places to produce the total financial score. Bidders will find below an **example** of a financial evaluation using Method 1.

**Table B - Example 1 - Financial Evaluation using Method 1**

Resource Category	Points Per Period	BIDDER A				BIDDER B				BIDDER C			
		Initial	Opt 1	Opt 2	Opt 3	Initial	Opt 1	Opt 2	Opt 3	Initial	Opt 1	Opt 2	Opt 3
SC, Sr.	20	825	825	825	825	800	800	800	1400	875	875	875	875
SC, Inter.	20	650	650	650	650	600	550	600	1300	675	675	675	675
OD&CC, Sr	20	800	800	800	800	800	800	800	/800	850	850	850	850

<b>Total</b>	<b>60</b>				
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l) **Example 1 – Method 1 - STEP 1 - Determining the Lower and Upper Bands for each year and each resource category:**

**Staffing Consultant, Senior**

(Medians 1-4) For the Staffing Consultant, Senior Resource Category, for the Initial Contract Period and Option Periods 1 and 2, medians are \$825.00. The lower median band limit would be \$742.50, and the upper limit would be \$1,031.25.

**Staffing Consultant, Intermediate**

(Median 5-8) For the Staffing Consultant, Intermediate Resource Category, for the Initial Contract Period and Option Periods 1 and 2, medians are \$650.00. The lower median band limit would be \$585.00, and the upper limit would be \$812.50.

**Organizational Design and Classification Consultant, Senior**

(Medians 9-12) For the Organizational Design and Classification Consultant, Senior Resource Category, for the Initial Contract Period and Option Periods 1 and 2, medians are \$800.00. The lower median band limit would be \$720.00, and the upper limit would be \$1,000.00.

**Example 1 - Method 1 - STEP 2 - Points Allocation**

<b>Resource Category</b>	<b>PTS</b>	<b>Bidder A</b>	<b>PTS</b>	<b>Bidder B</b>	<b>PTS</b>	<b>Bidder C</b>	<b>Lower Limit</b>	<b>Upper Limit</b>
1.8 Staffing Consultant, Senior	19.39	<u>Lowest rate of \$800</u> Bidders rate of \$825 x 20 pts	20	<u>Lowest rate of \$800</u> Bidders rate of \$800 x 20 pts	18.29	<u>Lowest rate of \$800</u> Bidders rate of \$875 x 20 pts	742.50	1,031.25
1.8 Staffing Consultant, Intermediate	18.46	<u>Lowest rate of 650</u> Bidders rate of \$650 x 20 pts	0	<u>Below Band</u>	17.78	<u>Lowest rate of \$650</u> Bidders rate of \$675 x 20 pts	585.00	812.50
1.2 Organizational Design and Classification Consultant, Senior	20	<u>Lowest rate of 800</u> Bidders rate of \$800 x 20 pts	20	<u>Lowest rate of 800</u> Bidders rate of \$800 x 20 pts	18.82	<u>Lowest rate of 800</u> Bidders rate of \$850 x 20 pts	720.00	1,000.00
<b>Initial Period out of 80</b>		<b>57.85</b>		<b>40</b>		<b>54.89</b>		
<b>Option Period 1 out of 80</b>		<b>57.85</b>		<b>40</b>		<b>54.89</b>		
<b>Option Period 2 out of 80</b>		<b>57.85</b>		<b>40</b>		<b>54.89</b>		
<b>Option Period 3 out of 80</b>		<b>57.85</b>		<b>40</b>		<b>54.89</b>		
<b>Total out of 240</b>		<b>231.4</b>		<b>160</b>		<b>219.56</b>		
<b>Total Financial Score out of 30</b>		<b>28.925</b>		<b>20</b>		<b>27.445</b>		

**Example 1 – Method 1 - Financial Proposal Score**

The above is an example. The total financial score for this requirement will be based on 3 resource and three Bidders. Each Bidder's score will then be calculated out of 30 points.

Financial score for this bid	<b>X</b>	30	= financial score
Maximum financial score			

**Bidder A**

231.40	<b>X</b>	30	<b>28.925 of 30</b>
240			

**Bidder B**

160	<b>X</b>	30	<b>20.000 out of 30</b>
240			

**Bidder C**

219.56	<b>X</b>	30	<b>27.445 out of 30</b>
240			

**iii) Financial Evaluation Method 2**

**Method 2:** The following financial evaluation method will be used if **less than 3 bids** are determined responsive:

- A. STEP 1 – POINTS ALLOCATION:** For each period and each Resource Category points will be allocated as follows:
- a) Points will be established based on the following calculation, with points rounded to two decimal places:

Lowest proposed per diem rate per <u>resource category, per year</u>	<b>X</b>	Maximum Points Assigned in Table A above
Bidder's proposed per diem rate per resource category, per year		

- b) The Bidder with the lowest proposed firm per diem will be allocated the applicable maximum points assigned in the Table A above for each resource category and level.

**B. STEP 2 - FINANCIAL SCORE:** Points allocated under STEP 1, for each Resource Category, will be added together and rounded to two decimal places to produce the Financial Score.

**Ex**

Resource Category	Points Per Period	BIDDER A				BIDDER B				BIDDER C			
		Initial	Opt 1	Opt 2	Opt 3	Initial	Opt1	Opt2	Opt 3	Initial	Opt 1	Opt2	Opt3
1. SC, Sr.	20	825	825	825	825	800	800	800	1400	875	875	875	875
2. SC, Inter.	20	650	650	650	650	600	550	600	1300	675	675	675	675
3. OD&CC, Sr	20	800	800	800	800	800	800	800	/800	850	850	850	850
<b>Total</b>	<b>60</b>												

**(i) Example 2 – Method 2 - Point Allocation**

Resource Category	PTS	Bidder A	PTS	Bidder B
1.8 Staffing Consultant, Senior	19.39	<u>Lowest rate of \$800</u> Bidders rate of \$825 x 20 pts	20	<u>Lowest rate of \$800</u> Bidders rate of \$800 x 20 pts
1.8 Staffing Consultant, Intermediate	16.92	<u>Lowest rate of 550</u> Bidders rate of \$650 x 20 pts	20	<u>Lowest rate of \$550</u> Bidders rate of \$550 x 20 pts
1.2 Organizational Design and Classification Consultant, Senior	20	<u>Lowest rate of 800</u> Bidders rate of \$800 x 20 pts	20	<u>Lowest rate of 800</u> Bidders rate of \$800 x 20 pts
<b>Initial Period out of 80</b>		<b>56.310</b>		<b>60</b>
<b>Option Period 1 out of 80</b>		<b>56.310</b>		<b>60</b>
<b>Option Period 2 out of 80</b>		<b>56.310</b>		<b>60</b>
<b>Option Period 3 out of 80</b>		<b>56.310</b>		<b>60</b>
<b>Total out of 240</b>		<b>225.24</b>		<b>240</b>
<b>Total Financial Score out of 30</b>		<b>28.155</b>		<b>30.000</b>

**(ii) Example 2 – Method 2 - Financial Proposal Score**

The Financial Proposal Score (out of 30 points) will be computed for each technically responsive Bidder using the following formula:

**Score out of 30: Bidder A**       $225.24 / 240 * 30 = 28.155$  out of 30

**Score out of 30: Bidder B**       $240 / 240 * 30 = 30.000$  out of 30

**4.4 Basis of selection**

Bids must comply with the requirements of the bid solicitation and meet all mandatory criteria to be declared responsive. The responsive bids as determined by the established pre-determined selection criteria will be recommended for contract award. Only bids that are deemed technically responsive will proceed to financial evaluation.



- a. The Technical and Financial proposals will initially be scored separately. The Overall Proposal Score will be determined by combining the Bidder's Technical Proposal Score and Financial Proposal Score in accordance with the following weights:

Technical Proposal	=	70%
Financial Proposal	=	<u>30%</u>
<b>Overall Proposal</b>	=	<b>100%</b>

The Bidder with the **highest combined technical and financial score for each resource** will be recommended for contract award.

- b. If more than one Bidder is ranked first because of identical overall scores, then the Bidder with the highest technical score will become the top-ranked Bidder.
- c. Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the Bidder being recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.
- d. Notification of Evaluation Results: All invited SA Holders who respond to a TBIPS RFP will be notified in writing regarding the outcome of the RFP process. This notice will include the following information:
- i. Solicitation Number;
  - ii. Company name of winning Bidder;
  - iii. Total points scored of winning Bidder (for multiple resource requirements only);
  - iv. Total value of contract awarded.

**ATTACHMENT 1 to PART 4, TSPS FLEXIBLE GRID****Human resources services Stream Flexible Grids**

The TSPS Flexible Grids are available on the TSPS website at:  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aact-tbps-anna-eng.html>

*In preparing their response, Bidders are encouraged to consult the TSPS **Annex A: Streams and Categories** website at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aact-tbps-anna-eng.html> ) for additional information (such as Certifications Examples).*

<b>1.2 - Organizational design and classification consultant and 1.8 – Staffing Consultant</b>
<p><b>Evaluation services consultant flexible grid</b></p> <p><b>Levels of expertise</b></p> <p>Senior: <b>Minimum 95 pts</b> Intermediate: <b>Minimum 70 pts</b> Junior: <b>Minimum 50 pts</b></p> <p><b>Education to the consultant category</b></p> <p>University (PhD, Graduate, Undergraduate, degree): <b>35 pts</b> College or CEGEP diploma/certificate: <b>25 pts</b> High school diploma: <b>20 pts</b></p> <p><b>Professional certification</b></p> <p>Relevant professional certification: <b>15 pts</b></p> <p><b>Relevant experience in consultant category</b></p> <p>≥1 yrs and &lt;2 yrs: 12 to 23 months—<b>10 pts</b> ≥2 yrs and &lt;4 yrs: 24 to 47 months—<b>20 pts</b> ≥4 yrs and &lt;6 yrs: 48 to 71 months—<b>30 pts</b> ≥6 yrs and &lt;8 yrs: 72-95 months—<b>40 pts</b> ≥8 yrs and &lt;10 yrs: 96-119 months—<b>50 pts</b> ≥10 yrs: 120 + months—<b>60 pts</b></p>

The certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the supplier to demonstrate the relevance of professional certification(s) to the proposed work.

- Certified Employee Benefit Specialist (CEBS)
- Certified Human Resources Professional (CHRP)
- Project Management Professional (PMP)
- Program Management Professional (PgMP)
- Accreditation in classification in the federal public service context
- Formal training on the federal public service executive classification standard
- Public service commission of Canada (PSC) staffing certification (issued up to Dec. 2005)
- National staffing council certification

Solicitation No. - N° de l'invitation  
01B68-23-2349

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
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**Note:** *The professional certification must be valid and relevant to the specific consultant category. A maximum of one (1) certification will be awarded points. A copy of any **valid** certification used to demonstrate experience must be provided in the Bidders' responses*

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**ATTACHMENT 2 to PART 4, TECHNICAL CRITERIA**

1. **Do not provide résumés** for the proposed resources. If **résumés** are included in your proposal, they will not for used in the evaluation. All projects are to be demonstrated in the grids provided in the column labelled: **Demonstrated Experience**.
2. Bidders should note that when completing the grids, AAFC is evaluating for the specific information that demonstrates experience for any given criterion. Pasting the same information in a grid and or template every time the same project is used is not what we are expecting. Only the **specific experience** for the criterion being evaluated is to be provided.
3. Cutting and pasting wording from the RFP into the tables for the proposed resource does not constitute demonstrating the requirement. Experience must be demonstrated by citing specific examples of work performed by the resource that relate to the specific evaluation criteria. If the Bidder's response does not fully demonstrate that the requirement is met by the project cited, then the project experience will not be considered.
4. **Each project** provided to demonstrate experience of a proposed resource in response to the evaluation criteria **must** include the following information or the project will not be considered:
  - a) The name of the client organization and project;
  - b) The position of the resource on the project;
  - c) The timeframe that the resource was assigned to the project, i.e., beginning and end date (month/year) and total duration (years and /or months); and
  - d) A description of the resource's role on the project and any other pertinent information which provides greater understanding of the candidate's qualifications and experience.
5. Demonstrated projects **must** be a minimum of **three (3) months for all resource categories and levels (unless otherwise indicated in the criteria)**. Project equivalencies may be used **up to a maximum of two (2) equivalencies per project**. For example, a project of eight (8) months in length is equivalent to two (2) project; and a project of 24 months in length is equivalent to two (2) projects.
6. AAFC reserves the right to verify any information provided by the Bidder in response to the mandatory and point-rated requirements This will be done by contacting the client contact, using the contact information provided by the Bidder, and providing the client with a copy of the information submitted by the Bidder (applicable to that specific client only) for independent verification. If verification is required for a project for which AAFC does not have the contact information, the Bidder will be requested to provide this information during the evaluation process.
7. The same project can be referenced and evaluated against multiple mandatory and point rated criteria providing the project description and the reference confirms qualification against each element required within each referenced criterion.
8. Only educational programs that were successfully completed by the resource by the time of bid closing will be considered.
7. For requirements relating to professional designations, certifications, or membership, the resource **must** have the required designation, certification or membership by the time of bid closing and **must** continue, where applicable, to be a member in good standing of the profession's governing body throughout the evaluation and Contract Period.
8. For work experience, experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution, will not be considered.
9. When a maximum number of projects is indicated (e.g., max 2), only the number indicated will be scored. If the Bidder provides more than requested. Projects will be scored in the order they appear in the proposal (e.g., the first two).
10. Overlapping time-periods will not be doubled counted. For example; project #1: Jan 2007 - November 2009 (11 months) and project #2: October 2009 - March 2009 (6 months), total experience = 15 months.
11. Canada may, at any time during the solicitation evaluation, request additional client contact information to enable verification of the information provided by the Bidder. AAFC reserves the right

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to verify any information provided in the mandatory and point rated tables. This will be done by contacting the client contact using the contact information provided by the Bidder and providing this to the client. The client will then be asked to verify the information. If this information is not available in the proposal document, the Contract Authority will contact the Bidder for the required information.

Proposed resources who do not meet all of the mandatory evaluation criteria or do not attain the thresholds for the point rated criteria will be given no further consideration.

**ATTACHMENT 3 to PART 4 – Staffing Consultant Mandatory and rated Criteria****Mandatory Evaluation Criteria**

Please ensure that Bidder Instructions (above) are followed.

Demonstrated projects must be a minimum of three (3) months in duration.

**TABLE 1 - Mandatory Criteria: Staffing Consultant, Senior**

TSPS Category: Staffing Consultant, Senior Proposed Resource Name: <<Insert Bidder Name>>		Met/Not Met	Demonstrated Compliance
Mandatory Criteria			
<b>M1</b>	<p>The Bidder <b>must</b> demonstrate that the proposed resource has experience on four (4) projects providing advice and guidance for:</p> <ul style="list-style-type: none"> <li>i. Different types of merit criteria/ qualifications;</li> <li>ii. Appropriate sequencing and application of merit criteria; and</li> <li>iii. Staffing and recruitment challenges...</li> </ul>	<input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>M2</b>	<p>Using the Client Reference Template provided at <b>Attachment 5</b>, the Bidder <b>must</b> provide two (2) Client Project references. These references <b>must</b>:</p> <ul style="list-style-type: none"> <li>i. Be from two (2) different projects;</li> <li>ii. Have been completed in the last five (5) years;</li> <li>iii. Demonstrate experience in the following; <ul style="list-style-type: none"> <li>a. Development of Statements of Merit Criteria,</li> <li>b. Development of posters, and</li> <li>c. Implementation of assessment process, resulting in in the successful identification of a candidate or establishment of a pool of qualified candidates.</li> </ul> </li> <li>iv. Be a reference from the client organization and not a contracted consultant.</li> </ul>	<input type="checkbox"/> NO <input type="checkbox"/> YES	

**TABLE 2 - Mandatory Criteria: Staffing Consultant, Intermediate**

TSPS Category: Staffing Consultant, Intermediate Proposed Resource Name: <<Insert Bidder Name>>		Met/Not Met	Demonstrated Compliance
Mandatory Criteria			
<b>M1</b>	<p>The Bidder <b>must</b> demonstrate that the proposed resource has experience on three (3) projects providing advice and guidance for:</p> <ul style="list-style-type: none"> <li>i. Different types of merit criteria/ qualifications;</li> <li>ii. Appropriate sequencing and application of merit criteria; and</li> <li>iii. Staffing and recruitment challenges.</li> </ul>	<input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>M2</b>	<p>Using the Client Reference Template provided <b>Attachement 5</b>, the Bidder <b>must</b> provide two (2) Client Project references. These references <b>must</b>:</p> <ul style="list-style-type: none"> <li>i. Be from two (2) different projects;</li> <li>ii. Have been completed in the last five (5) years;</li> <li>iii. Demonstrate experience in the following; <ul style="list-style-type: none"> <li>a. Development of Statements of Merit Criteria,</li> <li>b. Development of posters, and</li> <li>c. Implementation of assessment process, resulting in in the successful identification of a candidate or establishment of a pool of qualified candidates.</li> </ul> </li> <li>iv. Be a reference from the client organization and not a contracted consultant.</li> </ul>	<input type="checkbox"/> NO <input type="checkbox"/> YES	

Table 3 - Point Rated Criteria: Staffing Consultant, Senior

TSPS Category: Staffing Consultant, Senior Proposed Resource Name: <<Insert Bidder Name>>		Demonstrated Experience	Max Points
Point Rated Criteria			
R1	<p>The Bidder <b>should</b> demonstrate that the proposed resource has experience managing multiple, concurrent, and often overlapping staffing processes, including the following activities:</p> <ul style="list-style-type: none"> <li>i. Preparing assessment materials for candidate assessments; <b>(2 points)</b></li> <li>ii. Conducting interviews and reference checks; <b>(2 points)</b> and</li> <li>iii. Assessing written exams. <b>(1 point)</b></li> </ul> <p><b>Evaluation Grid:</b> The Bidder will be awarded up to five (5) points for each project (max 4) for fully and clearly demonstrating the above criteria. Points will be awarded as indicated above.</p> <p><b>Note:</b> The Bidder must demonstrate that multiple activities (i-iii) were conducted concurrently across two (2) separate staffing initiatives.</p>		20
R2	<p>In addition to the projects in M2, The Bidder <b>should</b> demonstrate that the proposed resource has experience providing staffing support to staffing processes, including the following activities:</p> <ul style="list-style-type: none"> <li>i. Preparing a Statement of Merit Criteria (SOMC); <b>(1 point)</b></li> <li>ii. Preparing posters and advertising tools; <b>(1 point)</b></li> <li>iii. Preparing assessment tools (i.e., Master rating Guide); <b>(1 point)</b></li> <li>iv. Marking exams; and <b>(1 point)</b></li> <li>v. Conducting interviews and reference checks. <b>(1 point)</b></li> </ul> <p><b>Evaluation Grid:</b> The Bidder will be awarded up to five (5) points for each project (max 3) for fully and clearly demonstrating the above criteria. Points will be awarded as indicated above.</p>		15
R3	<p>The Bidder <b>should</b> demonstrate that the proposed resource has experience:</p> <ul style="list-style-type: none"> <li>i. Providing advice on the effectiveness</li> <li>ii. of assessment instruments; and <b>(2.5 points)</b></li> </ul>		15



TSPS Category: Staffing Consultant, Senior Proposed Resource Name: <<Insert Bidder Name>>		Demonstrated Experience	Max Points
Point Rated Criteria			
	<p>iii. Assisting in development or choice of proper instruments. <b>(2.5 points)</b></p> <p><b>Evaluation Grid:</b> The Bidder will be awarded up to five (5) points for each project (max 3) for fully and clearly demonstrating the above criteria. Points will be awarded as indicated above.</p>		
R4	<p>The Bidder <b>should</b> demonstrate that the proposed resource has experience planning, developing, coordinating, and administering various staffing and staffing related initiatives, including:</p> <p>i. Collective staffing; and <b>(2.5 points)</b> ii. Specific targeted Recruitment initiatives. <b>(2.5 points)</b></p> <p><b>Evaluation Grid:</b> The Bidder will be awarded up to five (5) points for each project (max 4) for fully and clearly demonstrating the above criteria. Points will be awarded as indicated above.</p>		20
R5	<p>The Bidder <b>should</b> demonstrate that the proposed resource has experience providing advice and guidance to senior management (director level or above) on planning and staffing strategies under the Public Service Employment Act (PSEA).</p> <p><b>Evaluation Grid:</b> The Bidder will be awarded up to five (5) points for each <b>strategy</b> (max 4) that was implemented by senior management. The planning/staffing strategy must be clearly outlined in detail.</p> <p><b>Note:</b> Multiple projects can be used to demonstrate the above criteria.</p>		20
R6	<p>The proposed resource is bilingual. Bilingual is defined as fluent in speaking, writing and reading both French and English.</p> <p><b>Evaluation Grid:</b> The Bidder will be awarded up to ten (10) points for proposing a bilingual resource.</p>		10
		<b>Maximum Value</b>	<b>100</b>
<b>Minimum Threshold Requirement 70% = 70 points</b>			

**ATTACHMENT 4 to PART 4 – Organizational Design and Classification Consultant, Senior  
Mandatory and rated Criteria**

**TABLE 1- Mandatory Criteria: Organizational Design and Classification Consultant, Senior**

TSPS Category: Organizational Design and Classification Consultant, Senior Proposed Resource Name: <<Insert Bidder Name>>		Met/Not Met	Demonstrated Compliance
Mandatory Criteria			
<b>M1</b>	<p>Using the Client Reference <b>Attachment 5</b> provided <b>Table 1</b>, the Bidder <b>must</b> provide two (2) Client Project references. These references <b>must</b>:</p> <ul style="list-style-type: none"> <li>i. Be from two (2) different projects;</li> <li>ii. Have been completed in the last five (5) years;</li> <li>iii. Demonstrate organizational design and classification for a GC department or agency;</li> <li>iv. Include the development of organizational design or classification plans; and</li> <li>v. Be a reference from the client organization and not a contracted consultant.</li> </ul>	<input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>YES</b>	

**TABLE 2- Point-Rated Criteria: Organizational Design and Classification Consultant, Senior**

<b>TSPS Category: Organizational Design and Classification Consultant, Senior</b> <b>Proposed Resource Name: &lt;&lt;Insert Bidder Name&gt;&gt;</b>		<b>Demonstrated Experience</b>	<b>Max Points</b>
<b>Point Rated Criteria</b>			
<b>R1</b>	<p>The Bidder <b>should</b> demonstrate that the proposed resource has experience developing and implementing strategic HR plans, including:</p> <ul style="list-style-type: none"> <li>i. Outlining the business context; <b>(2 points)</b></li> <li>ii. Analyzing external and internal factors that could have an impact on the workforce; <b>(2 points)</b></li> <li>iii. Providing a snapshot of the demographic profile of a directorate's workforce; and <b>(2 points)</b></li> <li>iv. Identifying HR strategic priorities that aim to address existing gaps to help achieve business goals and provided an action plan and way forward to achieve the objectives. <b>(4 points)</b></li> </ul> <p><b>Evaluation Grid:</b> The Bidder will be awarded up to ten (10) points for each project (max 2 for fully and clearly demonstrating the above criteria. Points will be awarded as indicated above.</p>		<b>20</b>
<b>R2</b>	<p>The Bidder <b>should</b> demonstrate that the proposed resource has experience:</p> <ul style="list-style-type: none"> <li>i. Developing job descriptions; (1 point)</li> <li>ii. Identifying areas in an organization for re-design; <b>(1 point)</b></li> <li>iii. Identifying potential solutions; <b>(1 point)</b></li> <li>iv. Providing trade off information; and <b>(1 point)</b></li> <li>v. Recommending and successfully deploying a course of action. <b>(1 point)</b></li> </ul> <p><b>Evaluation Grid:</b> The Bidder will be awarded up to five (5) points for each project (max 4) for fully and clearly demonstrating the above criteria. Points will be awarded as indicated above.</p>		<b>20</b>
<b>R3</b>	<p>The Bidder <b>should</b> demonstrate that the proposed resource has experience:</p> <ul style="list-style-type: none"> <li>i. Coaching/mentoring managers on implementing all phases of the classification process; <b>(5 points)</b></li> </ul> <p><b>Evaluation Grid:</b> The Bidder will be awarded up to five (5) points for each project (max 2 for fully</p>		<b>10</b>

TSPS Category: Organizational Design and Classification Consultant, Senior Proposed Resource Name: <<Insert Bidder Name>>		Demonstrated Experience	Max Points
Point Rated Criteria			
	and clearly demonstrating the above criteria. Points will be awarded as indicated above.		
R4	The proposed resource is bilingual. Bilingual is defined as fluent in speaking, writing and reading both French and English. <b>Evaluation Grid:</b> The Bidder will be awarded up to ten (10) points for proposing a bilingual resource.		10
<b>Maximum Value</b>			<b>60</b>
<b>Minimum Threshold Requirement 70% = 42 points</b>			

**ATTACHMENT 5 to PART 4 – Client Reference Template**

Replicate this template for each mandatory client reference project for each resource proposed. Each project reference **must** have been completed within the last five (5) years.

**TABLE 1- Client Reference Template**

Project Reference, Project # 1 << Insert Resource Category and level >>			
Bidder Name	<<Insert Bidder name>>	Resource Name	<<Insert name of proposed resource>>
<b>Client Identification</b>	Project Title		
	Client Organization Name		
	Client Address		
	Client Contact Name		
	Title		
	Telephone No.		
	Email Address		
1.	Project description		
2.	Project start and end date (mm/yyyy to mm/yyyy)		
3.	Project start and end date (mm/yyyy to mm/yyyy) of the resource on the project		
4.	The reference project was completed in the last five (5) years	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5.	Description of the resources' specific tasks, activities and/or deliverables on the project which demonstrate the requested criteria	<b>Provide description:</b>	
6.	The project was HR Consulting Services	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7.	Client reference contact is a resource from the client organization and not a contracted consultant	<input type="checkbox"/> No	<input type="checkbox"/> Yes

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

### 5.2 Integrity Provisions - Declaration of Convicted Offences

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

### 5.3 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 specified will render the bid non-responsive.

### 5.4 Security Requirements – Required Documentation

In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

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## 5.5 Status and Availability of Resources

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

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

## 5.6 Education and Experience

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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**PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS****6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - the Bidder must hold a valid organization security clearance as indicated in Part 7 Resulting Contract Clauses;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### 7.2.1 Task Authorization Process

The Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

With respect to the Work mentioned under paragraph 7.2.1 of this clause,

1. The Business Owner will provide the Contractor with a description of the task using the Task Authorization Form specified in **Annex D**.
2. The Task Authorization (TA) will contain
  - the details of the activities to be performed,
  - a description of the deliverables, and a schedule indicating completion dates for the major activities or
  - submission dates for the deliverables.
  - the Contract security requirements applicable to the task or revised task;
  - the Contract basis (bases) of payment applicable to the task or revised task; and
  - the Contract method(s) of payment applicable to the task or revised

The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Business Owner within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Business Owner has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### 7.2.2 Task Authorization Limit

The Business Owner may authorize individual task authorizations up to a limit of \$\_\_\_\_\_, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the **Contracting Authority** before issuance.

### 7.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

**Maximum Contract Value:** means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

**Minimum Contract Value:** means 5%

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

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

### 7.4 Security Requirements

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

1. The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by AAFC;
2. The contractor and/or its employees MUST NOT have access to PROTECTED and/or CLASSIFIED information or assets;
3. The contractor and/or its employees MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s);
4. The contractor and/or its employees MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data;
5. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the AAFC; and
6. The contractor/offeror must comply with the provisions of the: Security Requirements Check List.

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**7.4 Term of Contract****7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31<sup>st</sup>, 2025 inclusive.

**7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional one year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**7.4.4 Comprehensive Land Claims Agreements (CLCAs)**

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

-CFTA

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

**7.5 Authorities****7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Julie Mercier  
Contract Specialist  
Agriculture and Agri-Food Canada  
Corporate Management Branch  
Phone: (514) 248-4599  
Facsimile: (613) 773-0966  
[Julie.mercier@agr.gc.ca](mailto:Julie.mercier@agr.gc.ca)

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

**7.5.2 Business Owner**

The Business Owner for the Contract is:

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

The Business Owner 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 Business Owner has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 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 Business Owner, 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.

### 7.5.4 Contractor's Representative

*To be insert with the awarded contract.*

### 7.6 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.

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

#### Definitions

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

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

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

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

#### Former Public Servant in Receipt of a Pension

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

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

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

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

#### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

## 7.7 Payment

### 7.7.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at **Annex B**.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid

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to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### **7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a) when it is 75 percent committed, or
  - b) four (4) months before the contract expiry date, or
  - c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
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.

### **7.8 Invoicing Instructions**

#### **Electronic Payment of Invoices**

The Contractor accepts to be paid using Direct Deposit (Domestic and International) – See direct deposit form at **Annex E**

#### **Instructions**

Each complete invoice MUST be submitted in link with a Task Authorization to the Technical Authority for verification and payment.

### **7.9 Certifications - Compliance**

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

### **7.10 Applicable Laws**

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

### **7.11 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 general conditions 2035(2022-12-01) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.
  - c) **Annex A**, Statement of Work;
  - d) **Annex B**, Basis of Payment;
  - e) **Annex C**, Security Requirements Check List
  - f) **Annex D**, the signed Task Authorizations
  - g) **Annex E**, Direct deposit Form
  - h) TSPS SA under the E60ZT-18TSPS
  - i) the Contractor's bid dated \_\_\_\_\_,

## 7.12 Dispute Resolution

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

- a) 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.
- b) 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.
- c) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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## ANNEX A - STATEMENT OF WORK

### 1. REQUIREMENT

Agriculture and Agri-Food Canada requires professional services resources with the experience and skill-sets required to support the human resources requirements of managers and executives within the Information Systems Branch (ISB.) This includes the timely operational support to augment organizational capacity in order to complete necessary Human Resources (HR) planning, staffing and resourcing processes. The resulting contract will provide a Branch-wide contracting vehicle that all ISB Directorates can access to support operational staffing activity on an as-and-when-required basis.

### 2. BACKGROUND

In recent years, a number of factors, including demographics and competition for resources, have increased the amount of time and effort that managers have had to dedicate to HR-related activities such as staffing and classification. Within the IM/IT community, the tremendous competition for resources has resulted in the need to explore new or varied staffing strategies in order to produce successful outcomes. In the recent past, ISB has run collective staffing processes as opposed to single staffing actions. Although the collective staffing approach has been successful, the pool of qualified candidates is often short lived. As soon as one staffing pool is finalized, candidates are staffed to vacant positions, exhausting the pool and the cycle begins again. The time and effort required for staffing increases considerably when the vacant positions require job descriptions updates and/or classification review.

As such, it is proposed that ISB conducts a competitive procurement process to provide the whole branch with access to an array of HR support services and tools, from basic staffing and classification support to organizational design.

### 3. SCOPE OF WORK

The purpose of this solicitation is to obtain the services of resources with the experience and skillsets to provide HR support in planning, organizational design, classification, staffing and resourcing to undertake activities including:

- Providing operational HR support:
  - Review requirements and recommend staffing approach;
  - Prepare and/or update staffing or classification documents;
  - Coordinate and participate in screening and assessment of candidates;
  - Develop, coordinate, administer, and evaluate exams and interviews; and
  - Coordinate, complete, and evaluate reference checks.
- Developing resourcing strategies linked to HR Plans, job marketing strategy and tools;
- Planning Human Resources in areas such as organizational development, organizational planning and design, human resources utilization, and job analysis;
- Conducting research and analysis and preparing recommendations, reports and/or conducting desk audits;
- Conducting reviews, developing implementation strategies;
- Assisting in the development of HR strategies to meet business needs;
- Assisting in the development of Integrated Business and Human Resources Plan to meet the needs of the organization; and
- Reviewing and proposing various organizational models;

Deliverables to be identified in Task Authorizations include:

- Organizational design recommendations
- Updated job descriptions



- 
- Statement of merit criteria and poster design
  - Assessment guides, tools and process
  - Evaluated tests and interviews
  - Evaluated reference checks
  - Final board reports and document finalized results of the processes

#### 4. RESOURCE TASKS

##### 4.1 Staffing Consultant, Senior and Intermediate

###### Responsibilities include but are not limited to:

- Developing staffing and resourcing strategies and plans;
- Providing advice and guidance on different types of merit criteria/qualifications;
- Providing advice and guidance to senior management on planning and staffing strategies under the Public Service Employment Act (PSEA);
- Screening candidate applications and conducting reference checks;
- Designing solid assessment tools/templates that work and that are re-usable;
- Developing assessment tools that mirror the position work descriptions and job expectations to ensure best-fit candidate selection;
- Identifying links with departmental human resources/employment equity/business plans;
- Providing advice on effectiveness of assessment instruments and assisting in development or choice of proper instruments;
- Assisting manager(s) in appropriate sequencing and application of merit criteria;
- Creating branch staffing report(s) including preparation, data gathering, interviews, and monitoring staffing report and various activities;
- Reviewing organizational needs and business needs to assist in the identification of the appropriate staffing strategy or plans (including links to other plans such as the Employment Equity and Diversity Plan and the Official Languages Plan);
- Providing advice and recommendations concerning the addressment of staffing and recruitment challenges and the consideration of organizational strategies and plans;
- Developing and implementing recruitment and employment strategies;
- Providing advice and recommendations in selecting the choice of appointment process;
- Preparing and conducting recruitment and staffing processes to support management. This may include any or any grouping of the following activities:
  - Making recommendations on the staffing process type to be undertaken;
  - Drafting and finalizing the statement of merit criteria;
  - Developing and preparing the assessment guide, tools, and process;
  - Drafting and finalizing the advertisements;
  - Coordinating and participating in the assessment of priorities, and the screening and assessments of candidates;
  - Coordinating and administrating tests, interviews; coordinating and completing the reference check etc.; and
  - Compiling and preparing the final board reports and finalizing the results of the processes (such as establishing pools of candidates).
- Planning, developing, coordinating and administrating various staffing and staffing related initiatives such as job fairs, collective staffing and targeted Recruitment initiatives;
- Providing operational staffing services to a group of client managers;
- Advising managers and employees on staffing policies and procedures;

- 
- Providing mentoring, tutoring or coaching assistance;
  - Coaching Managers on how to plan and implement the various phases of a staffing process; and
  - Incorporating lessons learned aimed at continuous improvement for an organization.

#### 4.2 Organizational Design and Classification Consultant

##### Responsibilities include but are not limited to:

- Preparing Strategic HR Plans including:
  - Outlining the business context,
  - Analysing external and internal factors that could have an impact on the workforce,
  - Providing a snapshot of the demographic profile of both directorate's workforce,
  - Identifying HR strategic priorities that aim to address existing gaps to help achieve business goals. and
  - Providing an action plan and way forward on both plans.
- Leading organization and classification projects following project management principles;
- Analyzing current and end state, developing options and recommending new organizational structures (could include costing);
- Reviewing existing processes and organizational structures to determine their efficiency and effectiveness, and making recommendations;
- Performing job, activities and responsibilities analysis;
- Discussing with management in order to clearly define the activities and responsibilities of a specific function and/or organization, and provide options;
- Reviewing, evaluating current work descriptions and recommending appropriate changes;
- Developing and updating generic and specific work descriptions, and delineating responsibilities within streams of work;
- Researching and developing guidelines, procedures and tools;
- Identifying organization for re-design; prototyping potential solutions, providing trade off information and suggesting a recommended course of action;
- Providing advice in defining new requirements and opportunities for applying efficient and effective solutions: identifying and providing preliminary costs of potential options;
- Reviewing, evaluating, new or revised work descriptions; and
- Compiling information and preparing reports.

## 5. DELIVERABLES

Each task authorization (TA) will define **specific deliverables** or results. The TA will define specific technical and project authorities to whom the contractor will be accountable. The communication and delivery of results for each task will be defined within each TA. A formal presentation of the results to AAFC management may be required. Deliverables are subject to acceptance by the Project Authority and/or the individual responsible for issuing the TA.

## 6. LANGUAGE OF WORK

The working language required for the delivery of services by the Contractor's resources will be English at a minimum. As required by AAFC as specified in a TA, the Contractor shall provide access to Bilingual (English and French) resources. The Contractor's resources must possess the skills to communicate business and technical information orally and in writing without any assistance and with minimal errors in the language of work as specified in the TA.

## 7. QUALITY ASSURANCE

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As a minimum quality assurance requirement, the Contractor will be responsible for performing or having performed all reviews, inspections, and tests necessary to substantiate that the services and/or materiel provided conforms to the specifications and requirements of this RFP and any subsequent TAs issued pursuant to this RFP.

## **8. BUSINESS ENVIRONMENT**

AAFC presently operates in a combination of physical and virtual office environments. While core services are delivered within AAFC's regular business hours (08:00 – 17:00 EST), in consideration of virtual working arrangements, some AAFC personnel are accessible outside of AAFC's regular business hours.

For urgent requirements, from time to time, there is a requirement to work outside of AAFC's regular business hours. The Contractor's resources must be available to provide services, within AAFC's hours of operation, and as specified in the TA.

## **9. LOCATION OF WORK**

The primary location for the delivery of services under the Contract is AAFC facilities within the National Capital Region, in Ontario.

In the conduct of work under any resulting TA:

- a) The majority of the services will be delivered remotely.
- b) The Contractor resources will be provided with accommodations on-site at AAFC when the Task Authorization (TA) indicates that services are required on-site.
- c) AAFC will provide secure access required to facilitate working remotely, including a personal computing device; access to the departmental LAN to the level of security required by the work; and access to identified databases or applications resident on AAFC computers or networks, to the level of security and subject to the conditions specified by AAFC in the TA. Contractor owned computers cannot be connected to the AAFC network (either directly or by VPN); and
- d) Contractor resources must attend meetings as required by the Project or Technical Authority to support delivery of the work as well as to report on progress of the work. These meetings will be held via tele/videoconference or may be held on-site at various AAFC locations within the National Capital Region at AAFC's discretion.

## **10. TRAVEL**

Canada will not reimburse the Contractor for any expenses associated with its resources commuting within the National Capital Region.

The Contractor must be solely responsible for all travel and accommodation costs required for the resources to attend AAFC's location in Ottawa.

**ANNEX B - BASIS OF PAYMENT**

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

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

The rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

*Daly Rate X Estimated level of effort = Total*

*Example :      Rate: 100\$/ day for senior level  
                         Level of effort: 130 days of work  
                         Total: \$ 13,000.00*

<b>Period &amp; Category</b>	<b>Firm all inclusive daily rate (in Cdn \$)</b>	<b>Estimated Level of effort (only for financial evaluation purpose)</b>	<b>TOTAL (in Cdn \$)</b>
<b>From awarding date of the contract until March 31<sup>st</sup> 2025</b>			
<b>Category:1.8 Staffing Consultant– intermediate</b> Name: _____	\$ _____	100 days	
<b>Category:1.8 Staffing Consultant– Senior</b> Name: _____	\$ _____	100 days	
<b>Category:1.2 Organizational Design and Classification Consultant– Senior</b> Name: _____	\$ _____	100 days	
<b>1<sup>st</sup> Optional Year period – From April 1<sup>st</sup> 2025 to March 31<sup>st</sup> 2026</b>			
<b>Category:1.8 Staffing Consultant– intermediate</b> Name: _____	\$ _____	100 days	
<b>Category:1.8 Staffing Consultant– Senior</b> Name: _____	\$ _____	100 days	
<b>Category:1.2 Organizational Design and Classification Consultant– Senior</b> Name: _____	\$ _____	100 days	
<b>2<sup>nd</sup> Optional Year period – From April 1<sup>st</sup> 2026 to March 31<sup>st</sup> 2027</b>			
<b>Category:1.8 Staffing Consultant– intermediate</b> Name: _____	\$ _____	100 days	
<b>Category:1.8 Staffing Consultant– Senior</b> Name: _____	\$ _____	100 days	
<b>Category:1.2 Organizational Design and Classification Consultant– Senior</b> Name: _____	\$ _____	100 days	

<b>3<sup>rd</sup> Optional Year period – From April 1<sup>st</sup> 2027 to March 31<sup>st</sup> 2028</b>			
<b>Category:1.8 Staffing Consultant–</b> intermediate Name: _____	\$ _____	100 days	
<b>Category:1.8 Staffing Consultant–</b> Senior Name: _____	\$ _____	100 days	
<b>Category:1.2 Organizational Design and Classification Consultant–</b> Senior Name: _____	\$ _____	100 days	
<b>Financial Evaluation propose – Total of initial period and optional years</b>			\$
HST 13%			\$
<b>TOTAL</b>			\$

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

**ANNEX C - SECURITY REQUIREMENTS CHECK LIST**

COMMON-PS-SRCL#8



Contract Number / Numéro du contrat
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 <b>Agriculture and Agri-Food Canada</b>	2. Branch or Directorate / Direction générale ou Direction <b>ISB Management Services</b>	
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 Agriculture and Agri-Food Canada requires the services of a contractor that can provide professional services resources with the experience and skill-sets required to support the human resources requirements of managers and executives within Information Systems Branch (ISB).		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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COMMON-PS-SRCL#8

Government  
of Canada  
Gouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
UNCLASSIFIED

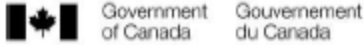
<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
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?  Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui  <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PRODUCTION</b>	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

COMMON-PS-SRCL#6



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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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



Solicitation No. - N° de l'invitation  
01B68-23-2349


Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
AAFC

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**The last page with signature will be insert with the awarded contract.**

## ANNEX D - TASK AUTHORIZATION FORM

<input type="button" value="Clear Data - Effacer les données"/> <input type="button" value="Instructions - Page 1"/> <input type="button" value="Instructions - Page 2"/>		
 Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada		<b>Annex</b> <b>Annexe</b>
<b>Task Authorization</b> <b>Autorisation de tâche</b>		Contract Number - Numéro du contrat <input type="text"/>
Contractor's Name and Address - Nom et l'adresse de l'entrepreneur <input type="text"/>	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT) <input type="text"/>	
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu <input type="text"/>	
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$ <input type="text"/>	
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui    If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat <input type="text"/>		
<b>For Revision only - Aux fins de révision seulement</b>		
TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu <input type="text"/>	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$ <input type="text"/>	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$ <input type="text"/>
Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.		Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.
<b>1. Required Work: - Travaux requis :</b>		
A. Task Description of the Work required - Description de tâche des travaux requis		See Attached - Ci-joint <input type="checkbox"/>
<input type="text"/>		
B. Basis of Payment - Base de paiement		See Attached - Ci-joint <input type="checkbox"/>
<input type="text"/>		
C. Cost of Task - Coût de la tâche		See Attached - Ci-joint <input type="checkbox"/>
<input type="text"/>		
D. Method of Payment - Méthode de paiement		See Attached - Ci-joint <input type="checkbox"/>
<input type="text"/>		

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Annex  
Annexe

Contract Number - Numéro du contrat

**2. Authorization(s) - Autorisation(s)**

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

**3. Contractor's Signature - Signature de l'entrepreneur**

Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

**ANNEX E – DIRECT DEPOSIT FORM**



Government of Canada / Gouvernement du Canada

PROTECTED B when completed

**RECIPIENT REGISTRATION AND DIRECT DEPOSIT REQUEST**

Your information will be shared with all departments below in order to create vendor profiles that will facilitate electronic fund transfers: Agriculture and Agri-Food Canada - Canadian Food Inspection Agency - Canadian Dairy Commission - Environment and Climate Change Canada - Canadian Environmental Assessment Agency - Natural Resources Canada - Canadian Nuclear Safety Commission - Northern Pipeline Agency Canada

Do not enclose anything other than your voided cheque or your financial institution letter with this form. Complete sections 1 to 3. All fields are mandatory, if not applicable, enter N/A.

Guidelines

<b>1 - TYPE OF REQUEST</b>							
Please identify your contact at the government and the department they work for:							
Federal/Government Email: _____							
Department(s) <input type="checkbox"/> AAFC <input type="checkbox"/> CFIA <input type="checkbox"/> CPMA <input type="checkbox"/> CDC <input type="checkbox"/> EC <input type="checkbox"/> CEA <input type="checkbox"/> NRCAN <input type="checkbox"/> CNBC <input type="checkbox"/> NFA							
Your information will be shared with all departments above to create vendor profiles that will facilitate electronic fund transfers.							
<b>2 - RECIPIENT INFORMATION</b>							
Select the option that represents your status			Aboriginal				
<input checked="" type="radio"/> Individual <input type="radio"/> Corporation / Partnership <input type="radio"/> Other Government Department			<input type="radio"/> Yes <input type="radio"/> No				
Recipient Name: Individual (Family name, First name) or Organization			Preferred Language				
			<input type="radio"/> English <input type="radio"/> French				
Phone Number	Fax Number	E-mail for Payment Notifications (please print)					
Street Address		Tax reporting information					
		<input type="radio"/> Business Number (BN) <input type="radio"/> GST/HST <input type="radio"/> SIN <input type="radio"/> N/A					
City	Province / State	Tax Reporting Information Number (XXX XXX XXX RT001)					
Country	Postal code / ZIP						
Would you like payments remitted to a different mailing address? <input type="radio"/> Yes <input type="radio"/> No							
Street Address		City					
Province / State	Country	Postal code / ZIP					
<b>3 - BANKING INFORMATION</b>							
Select the payment method (choose one of the following options):							
<input type="radio"/> Direct Deposit		<input type="radio"/> Electronic Data Interchange (EDI)					
<input type="radio"/> Wire transfer							
- ATTACH A VOID CHEQUE or a letter from the banking institution.		- ATTACH A VOID CHEQUE or a letter from the banking institution.					
- Note: If the account is in currency other than Canadian, please complete fields 4a, 6, 7 and 10 as well.		- Note: If the account is in currency other than Canadian, please complete fields 4a, 6, 7 and 10 as well.					
<table border="1"> <tr> <td><b>4a</b> Account Type (Non-canadian accounts only)</td> </tr> <tr> <td><input type="radio"/> Chequing</td> </tr> <tr> <td><input type="radio"/> Savings</td> </tr> <tr> <td>Currency: _____</td> </tr> </table>				<b>4a</b> Account Type (Non-canadian accounts only)	<input type="radio"/> Chequing	<input type="radio"/> Savings	Currency: _____
<b>4a</b> Account Type (Non-canadian accounts only)							
<input type="radio"/> Chequing							
<input type="radio"/> Savings							
Currency: _____							
<b>6</b> Account No.	<b>10</b> Bank Name						
<b>7</b> Bank Sort Code (ABA, BSB)	Address						
<b>8</b> IBAN	City						
<b>9</b> SWIFT (BIC)	Province / State	Country	Postal Code / ZIP				
<b>4 - CONSENT</b>							
I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below. I consent to share my personal information on this form as stated in the privacy notice below and to receive payment notifications electronically until further notice. I also confirm that all information provided in this form is accurate.							
Name of the recipient or authorized representative for the organization		Date	Signature				

The personal information collected on this form is protected in accordance with the Privacy Act and is authorized by s. 33, 34 and ss. 35(2) of the Financial Administration Act. Depending on the payment type, there may be additional legislative authorities that authorize the collection. Your name, contact information, payment amount(s), banking details, departmental client identifier will be used to create vendor profiles that facilitate electronic fund transfers and will be disclosed to Agriculture and Agri-Food Canada by participating departments. Social Insurance Numbers, if required, will be used solely to remit tax slips as per the Income Tax Act. Failing to provide tax information could result in ineligibility to enter into an agreement with the department. The same information will be disclosed to Public Works and Government Services Canada (PWGSC), participating federal program(s) and your financial institution for electronic fund transfers. Electronic fund transfer payments cannot be made without this information. The collection, use and disclosure of your personal information for the purpose of direct deposit are described in further details in multiple Personal Information Banks, including Accounts Payable PSU 501. Individuals have the right to access their personal information held by government departments and to request changes to incorrect personal information by contacting the participating departmental coordinators.



## Guideline on Completing the Recipient Registration and Direct Deposit Request

### INTRODUCTION

Recipients can now receive payments from the Department by electronic payment. To sign up for electronic payments, please complete the Recipient Registration and Direct Deposit Request form.

When payments are deposited, the department will send the following information by e-mail: amount of payment, date of payment, invoice number, the department reference number and a brief description of the payment. This e-mail notification will act in lieu of a cheque stub.

### CHANGE TO BANKING INFORMATION

If you wish to make any changes to your bank account (financial institution, branch, account number, etc.) to receive payments, a new Recipient Registration and Direct Deposit Request form must be completed. If you have a payment due, DO NOT CLOSE your current bank account until you have received your payment.

### COMPLETING THE FORM

Sections 1, 2, 3 and 4 of the Recipient Registration and Direct Deposit Request form must be completed by the recipient. All fields are mandatory, if not applicable, enter N/A.

#### 1 - TYPE OF REQUEST

Complete this section by selecting one of the two request types described below. The following are the organizational acronyms listed on the form:

AAFC = Agriculture and Agri-Food Canada	CFIA = Canadian Food Inspection Agency	NRCAN = Natural Resources Canada
CPMA = Canadian Pari-Mutuel Agency	CDC = Canadian Dairy Commission	CNSC = Canadian Nuclear Safety Commission
EC = Environment Canada	CEAA = Canadian Environmental Assessment Agency	NPA = Northern Pipeline Agency

#### 2 - RECIPIENT INFORMATION

Select the option that represents your status. The following terms are defined as:

- Individual : Citizens, individuals and sole proprietors.
- Corporation / Partnership: Corporations, Crown corporations, partnerships, associations, trusts and estates, including Canadian and foreign entities.
- Other government : Foreign and domestic government, including provinces, territories and other level of regional and municipal government.

Please enter your name, address AND E-MAIL ADDRESS so that the department can send an e-mail notice to confirm issuance of payment. If the mailing address for remittance differs from the head office address (for example, PO Box or Lock Box), please provide the mailing address that payments will be sent to.

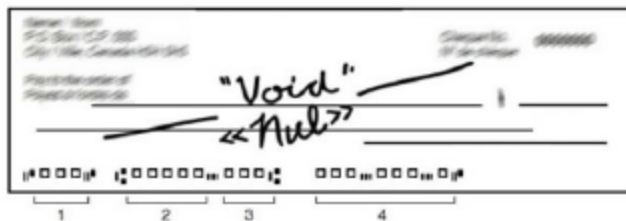
#### Tax reporting information

Provide your Federal Tax number (Business number [BN]) or Goods and Services/Harmonized Sales Tax number [GST/HST] or Social Insurance Number [SIN] used for tax reporting purposes with the Canada Revenue Agency (CRA).

#### 3 - BANKING INFORMATION

Voided cheque or letter from the banking institution attached to the form

The void cheque or the letter must be for the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, financial institution and account numbers are located.



1. Cheque number : not required
2. Branch number : 5 digits
3. Institution number : 3 digits
4. Account number : as shown on your cheque

If you do not attached a void cheque or a letter from the banking institution

Complete fields 1, 2, 3, 4 and 6 from section 3 of the form. A financial institution representative must validate the banking information by providing bank stamp and signing in field 5 of the form.

#### Payment by wire transfer

Complete fields 6, 7, 8, 9 and 10 of section 3 of the form. The transfer requirements differ from one country to another.

#### 4 - CONSENT

Print your name and sign the form in order to confirm your authorization.

#### 5 - TRANSMITTING THE REQUEST

Return the completed form to:

**Agriculture and Agri-Food Canada**  
1341 Baseline Road, T7-3-129, Ottawa, Ontario, K1A 0G5

For queries contact us at [aaic.vendeurrequest-demande@submitteur.aac@canada.ca](mailto:aaic.vendeurrequest-demande@submitteur.aac@canada.ca)

Print Form

Reset Form