



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

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Email / Courriel :

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**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Department of Foreign Affairs Trade and Development.

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

Proposition aux: Ministère des Affaires étrangères, commerce et développement

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

Comments - Commentaires

Issuing Office – Bureau de distribution

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

Title / Titre Field Support Services Project – Colombia and Ecuador		Date February 1, 2024
Solicitation No. / N° de l'invitation 23-236864-1		
Client Reference No. / No. de référence du client(e) 23-236864		
Solicitation Closes / L'invitation prend fin At / à : 2 :00 PM (14 :00h) EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) On / le : March 13, 2024 / 13 mars 2024		
F.O.B. / F.A.B. Plant-Usine: — Destination: — Other-Autre: —		
Destination of Goods and Services / Destinations des biens et services Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD)		
Address Inquiries to : / Adresser toute demande de renseignements à : Grant Bott – Senior Contracting Officer Email / Courriel: Grant.bott@international.gc.ca		
Delivery Required / Livraison exigée See herein — Voir en ceci	Delivery Offered / Livraison proposée	
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur		
Telephone No. / No. de téléphone	Facsimile No. / No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 Debriefings

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

1.4 Trade Agreements

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

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

Delete: 60 days
Insert: 180 days

2.2 Submission of Bids

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

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fourteen (14) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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



2.5 Bid Challenge and Recourse Mechanisms

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

2.6 Improvement of Requirement During Solicitation Period

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

Important Note:

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

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

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation



criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

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

3.1.3 SACC Manual Clauses

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex D – Evaluation Criteria

4.1.1.2 Point Rated Technical Criteria

Refer to Annex D – Evaluation Criteria

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price-Canadian/Foreign Bidders

4.1.2.1 Mandatory Financial Criteria

Refer to Annex D – Evaluation Criteria

4.1.3 Scoring

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

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

4.2 Basis of Selection

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of **58 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **96 points**.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained divided by the maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.



6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd



PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions – Required Documentation

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Additional Certifications Precedent to Contract Award

5.2.1.1 Status and Availability of Resources

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

5.2.1.2 Education and Experience

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

5.2.1.3 Contractor's Representative



The Contractor's Representative for the Contract is:

Name: _____

Title: _____

Address: _____

Telephone: _____

E-mail: _____

5.2.1.4 Supplementary Contractor Information

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

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

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

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

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

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

5.2.2 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 FPSs in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

5.2.3 Language Requirement(s)

The Bidder certifies that the proposed resources possesses an advance reading, oral interaction and writing proficiency in **English and Spanish**.

ADVANCED PROFICIENCY

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

Advanced Reading Proficiency:



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

Advanced Oral Interaction Proficiency:

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

Advanced Writing Proficiency:

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

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

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

Signature

Print Name of Signatory



ATTACHMENT 1 TO PART 5 INTEGRITY VERIFICATION FORM

Requirements

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

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

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

Dénomination complète de l'entreprise / Complete Legal Name of Company	
Structure organisationnelle / Organizational Structure	
<input type="checkbox"/>	Une entité constituée / Corporate entity
<input type="checkbox"/>	Une entreprise privé / Privately owned corporation
<input type="checkbox"/>	Une entreprise à propriétaire unique / Sole proprietor
Adresse de l'entreprise / Company's address	
NEA de l'entreprise / Company's PBN number	
Numéro de l'appel d'offre / Request for proposal's number	
Ex : 2022-P-010649-7444735/B	
Board of Directors (Use format – First name, Last name)	
1. Membre / Director	
2. Membre / Director	
3. Membre / Director	
4. Membre / Director	
5. Membre / Director	
Autres Membres / Other members:	
Commentaires / Comments	



Declaration:

Name:

Title:

Supplier Name:

X

Supplier's Representative



ATTACHMENT 2 TO PART 5 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity \(AIEE\)](#) in place with ESDC-Labour.

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

X

Bidder's Authorized Representative



PART 6 - RESULTING CONTRACT CLAUSES

6.0 DEFINITIONS

In the Contract, unless the context otherwise requires:

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

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

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

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

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

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

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

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

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

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

"Parties" means all of them;

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

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

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

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.



6.1.2 Security Measures

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

6.1.3 Subcontractors

The Contractor must ensure that all its subcontractors are bound by compatible terms.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

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

6.3.1 General Conditions

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

6.3.1.2 Subsection 12 of [2035](#) (2022-12-01), General Conditions - Higher Complexity Services – Invoice submission, is amended as follows:

Invoice submission

1. Invoices must be submitted in the Contractor's name to Project Authority. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:



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

6.3.2 Supplemental General Conditions

6.3.2.1 Subcontracts

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

6.3.2.2 Compliance with on-site measures, standing orders, policies, and rules

[4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.3.2.3 Suspension of the work

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

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) Default by the Contractor or Termination for convenience of general conditions [2035](#) (2022-12-01).
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the



Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name:

Title:

Department: Foreign Affairs, Trade and Development Canada

Directorate: Development Contracting and Management Services - SPBC

Address:

E-mail address:

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

6.5.2 Project Authority

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

E-mail address: _____

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

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

E-mail address: _____



6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment: Cost Reimbursable – Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$ _____ (insert the amount at contract award). Customs duties are subject to exemption and Applicable Taxes are extra.

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

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

A. Professional Services – Firm Daily Rates

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

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

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

B. Authorized Travel and Living Expenses

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

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

Expenditures for Technical Specialists/Sub-contractors MUST have the prior authorization of the Technical Authority.



All payments are subject to government audit.

Authorized Travel and living expenses
Limitation of Expenditure: CAN \$250,000

C. Technical Specialists / Sub-Contractors

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

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

Technical Services / Sub-Contractors MUST have the prior authorization of the Technical Authority.

NOTE: Technical Specialists and Sub-Contractors MUST NOT be used to substitute for the resources named under A. Categories of Professional Services.

Technical Services / Sub-Contractors
Limitation of Expenditure: CAN \$ 4,035,000

D. Local Reimbursable Expenses

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

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

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

Local Reimbursable Expenses
Limitation of Expenditure: CAN \$ 150,000

6.7.2 Method of Payment

6.7.2.1 Monthly Payment

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

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

6.7.3 SACC Manual Clauses

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

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



6.7.4 Electronic Payment of Invoices – Contract

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

- i. Direct Deposit (Domestic and International).

6.8. Invoicing Instructions

SACC Manual Clause [H5001C](#) (2008-12-12), Invoicing Instructions

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

Each invoice must be supported by:

- a. A copy of the time sheets to support the time claimed;
 - b. A copy of the release document and any other documents as specified in the Contract;
 - c. A copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

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

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

6.9.3 SACC Manual Clauses

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions;
- (c) the general conditions;



- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirement Check List;
- (g) Annex D, Evaluation Criterion;
- (h) Annex E, Federal Contractors Program for Employment Equity - Certification
- (i) the Contractor's bid dated _____.

6.12 Insurance – No Specific Requirement - **G1005C (2016-01-28)**

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

6.13 Basis for Canada's Ownership of Intellectual Property

6.13.1 All intellectual property rights vest with the Contractor.

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

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

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

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

6.14 Dispute Resolution

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

6.15 Public Recognition

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



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

6.16 Environmental Considerations

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

a) Paper consumption:

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

b) Travel requirements:

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



ANNEX A – STATEMENT OF WORK

Title: Field Support Services Project in Colombia and Ecuador

1. Background and development program context

The Department of Foreign Affairs, Trade and Development (DFATD) Canada's bilateral development programs have historically relied on outsourced support services in the field to enable them to deliver programming and achieve results in countries that receive Canadian development assistance. In 2012, the Department developed the Field Support Services (FSS)—a coherent, robust and arm's length approach that provides specific local knowledge and expertise that will inform the design of sound development strategies and ensure due diligence in the field. The use of local specialized expertise, language capability and local networks increases the effectiveness of Canadian development assistance. The FSS delivers a range of services such as technical analysis and advice in line with Canada's priority themes, sectors, and initiatives, including cross-cutting issues; monitoring of Canada's development assistance investments, including results reporting, capturing lessons learned and risk assessment; and support for emerging Canadian development priorities.

1.1. Background

The proposed project follows the current FSS 1.0 model in Colombia, which has been used as a strategic tool to access mainly short-term technical expertise (as opposed to procuring a limited number of longer term technical specialists) responsible to produce agreed upon specific deliverables (short-term delivery-based consultancies to support governmental and other partnerships, studies and strategies, program/project scoping, analysis of emerging issues, piloting new approaches, capacity building and training of local partners).

1.1.1. Colombia

Canada and Colombia have a strong, long-standing partnership, and a vibrant and growing commercial relationship. The two countries share political, economic, and international development interests, celebrating in 2023 70 years of bilateral relations 51 years of international assistance programming as well as 10 years of a Free Trade Agreement in 2022. Canada supports Colombia's ambitious and transformational peace and development agenda, including through a focus on education, peacebuilding, inclusive economic growth, human rights and gender equality, women's empowerment, rural education, innovation, and attention to Venezuelan refugees and migrants. In August 2022, a new left-wing President took office and embarked on an ambition reform agenda. Canada's programming aligns with the main priorities identified in the National Development Plan (2022-2026), being implemented in the next 3 years: advancing gender equality and empowerment of women, peacebuilding, environment and climate change, and socio-economic growth focusing on the poor.

1.1.2. Ecuador

A new government was elected in October 2023 for a shortened mandate of 16 months. Its new development priorities will be defined in the coming months. It is expected that these will focus on reducing poverty, strengthening the State's capacity, and improving employment and labour conditions, access to health, quality of education and security services. Ecuador, as many middle-income countries, faces structural issues hindering its development: pervasive socio-economic inequality, macro-economic imbalances, and weak state institutions and civil society organizations. The country presents a high level of informal employment (66%), and grapples with serious problems of political division, insecurity, violence, and corruption whilst preparing for elections. Another change of government will take place in May 2025.

1.2. Programming Context in Colombia and Ecuador

In 2021-22, Canada provided \$74.8 million in international assistance to Colombia and Ecuador, of which \$67.74 million was from the Department of Foreign Affairs, Trade and Development (DFATD). Canada's programming in Colombia and Ecuador is guided by its Feminist International Assistance Policy (FIAP). DFATD uses diverse channels to deliver its programming in Colombia and Ecuador.

Bilateral Relations – Colombia



Canada and Colombia have had full bilateral diplomatic relations since 1953. The Government of Canada takes a whole-of-government approach to its bilateral relations with Colombia through its political, commercial, development, migration, and peace and security programming. The relationship includes expanding trade and investment; a frank dialogue on human rights; development cooperation; support for Colombia's justice, security, and peace-building efforts; growing mobility between our two countries (tourism, study, business, immigration) and people-to-people relationships; and close cooperation on regional and multilateral issues. Colombia is a constructive, valued partner for Canada in the region and internationally, with a shared commitment to the values of democracy, transparency, multilateralism, and economic cooperation and integration.

International Assistance – Colombia

DFATD's international assistance in Colombia, which totalled \$55.27 million in 2021-22, is being delivered through various programs (bilateral, humanitarian, PSOPs, partnership and global initiatives). Other government departments also collaborate with Colombia, particularly Environment and Climate Change Canada, Employment and Social Development Canada, and the International Development Research Centre (IDRC). Canada is working with Colombia to achieve its development ambitions by leveraging new, innovative partnerships to achieve the Sustainable Development Goals (SDGs) together. Canada collaborates with local government institutions and with civil society to advance creative solutions. It also works closely with private sector partners to bring more resources and attention to the challenges faced by the most vulnerable via innovation, shared ownership, and co-creation. Canada listens to and takes into account the voice of beneficiaries.

<https://www.international.gc.ca/country-pays/colombia-colombie/relations.aspx?lang=eng#a3>

Bilateral Relations – Ecuador

Canada and Ecuador have maintained official bilateral diplomatic relations since 1960. However, its bilateral ties began at the beginning of the 20th century when Canadian railway engineers, mining experts and missionaries worked in Ecuador. Relations are constantly growing in the commercial, political, and cultural sectors. Canada is Ecuador's largest source of foreign direct investment, reaching CA\$2.6 billion at the end of 2022. Also, Canada and Ecuador have completed exploratory discussions for a free trade agreement. Ecuador is the 4th-largest source in the region for students studying in Canada..There are approximately 25,000 Ecuadorians living in Canada, and 3,000 Canadians living in Ecuador.

International Assistance – Ecuador

DFATD's international assistance in Ecuador totalled \$12.47 million in 2021-22 with a focus on supporting Venezuelan migrants and host communities, responding to the COVID-19 pandemic and its impacts, and strengthening democracy. Other government departments such as Fisheries and Oceans Canada have also been working with Ecuador.

Canada closed its bilateral development program in Ecuador more than fifteen years ago but is considering developing new bilateral programming that would ensure regional coherence and complementarity with existing Canadian programming. Current Canadian international assistance investments in Ecuador cover various action areas, with the majority of the projects focused on Human Dignity and Inclusive Governance, followed by Growth that works for everyone and Peace and Security, with a notable focus on Venezuelan migrants and refugees given the ongoing crisis.

<https://www.international.gc.ca/country-pays/ecuador-equateur/relations.aspx?lang=eng#a3>

2. Scope

2.1. Objective

To help improve the efficiency of the work of program and project stakeholders, as well as the impact of Canada's international assistance in Colombia and Ecuador, the Contractor must deliver all aspects of the Field Support Service Program (FSSP) and help to strengthen and complement ongoing Canadian programming in Colombia and Ecuador.

2.1.1. Project Expected Results



The FSSP will focus its activities mainly in Colombia (approx. 75% indicative) and will also cover Ecuador (approx. 25% indicative). The project's budget will be based on needs, opportunities, and emerging Canadian priorities. The expected results of the FSSP are to enhance the relevance of Canada's programming in Colombia and Ecuador by addressing local development challenges and opportunities that will benefit the most marginalized and vulnerable in both countries.

The expected intermediate outcomes are as follows:

- i. Improved relevance of Canada's programming in addressing local development and/or humanitarian plans and priorities for, and challenges faced by, the most marginalized and vulnerable, particularly women and girls in all their diversity.
- ii. Improved efficiency and gender sensitivity of program delivery throughout its result-based programming lifecycle by key stakeholders; and
- iii. Enhanced advancement of gender equality by women and girl's rights organizations, movements, and platforms.

To obtain these results, the FSSP must provide a range of activities in support of effective program implementation in its key spheres of action, especially Gender Equality (GE), rural development, inclusive economic growth, inclusive governance, human dignity (health and education), child protection and the fight against gender-based violence. It must take into consideration sectors with cross-cutting themes, such as governance, gender, the environment and climate change, and the conflict and fragility lens.

3. Travel

The Contractor must be aware of Government of Canada travel reports and warnings. Moreover, travel arrangements and meeting room capacity must comply with Government of Colombia and Government of Ecuador guidelines relating to social distancing and security measures (if applicable) at the time of travel.

The FSSP resources and the technical specialists must meet in person or virtually with DFATD representatives, government representatives and other stakeholders in Colombia and Ecuador, when requested. Regular meetings and visits may also take place outside of Bogotá, based on the FSSP's needs.

All travel must be pre-authorized by the Technical Authority and be in accordance with the [National Joint Council \(NJC\) Travel Directive](#).

4. Location of Work

The resources must be based in Bogotá, Colombia, offering services to recipient countries. The resources must be able to, upon request, travel to Ecuador. The FSSP activities will take place throughout Colombia and Ecuador.

4.1 Facilities, Workplace and Work Equipment

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

4.2 Meetings

The Contractor may be required to provide an area for occasional meetings throughout the duration of the contract. Should the Contractor require the space, it will be their sole responsibility to source and cover the associated fees. All meetings are encouraged to be held virtually. Should the Technical Authority request a meeting, it will either be held virtually or at a Government of Canada site, where appropriate security measures must be followed.

5. Tasks and resources required to implement the Field Support Services Project (FSSP):

5.1 Contractor's Tasks:



To ensure the efficiency and effectiveness of the FSSP as a means of furthering the impact of Canada's international assistance in Colombia and Ecuador, the Contractor is responsible for the management of the services provided under the contract, including:

- i. Remaining informed of, and complying with, locally applicable laws, regulations, and practices, including those for local human resources management and contraction of goods and services. The Contractor must also be aware of current and planned local laws and regulations that might affect the FSSP and the ability to operate in Colombia and Ecuador.
- ii. Maintaining a comprehensive understanding of FSSP programming, ensuring strategic linkages and contacts that maximize both programming effectiveness and efficiency.
- iii. Sourcing and managing appropriate and qualified resources, including technical specialists, as requested.
- iv. Considering gender equality and incorporating gender equality practices as the work is conducted.
- v. Undertaking appropriate measures to ensure budget adherence, cost effectiveness and proper resource use, and ensuring that expenditures are in line with Annex B Basis of Payment.
- vi. Managing FSSP performance, including ensuring the quality of products, services and deliverables that meet pre-defined statements of work, annual work plans, and/or all other specifications.

The Contractor is required to provide the following resources:

5.2 FSSP Manager

The FSSP Manager must undertake the following tasks:

- i. Liaising with the Technical Authority and establishing strategic engagement relationships with key partners and stakeholders (including government, civil society, other donors, private sector) on assessing needs and setting priorities;
- ii. Identifying, on a permanent basis, the risks that may affect project delivery as well as the mitigation measures required to address them, keeping the TA duly informed;
- iii. Leading the preparation of all key FSSP documents identified in Section 9.1, and seeking the TA's approval for the FSSP work plans, service requirements and narrative reports;
- iv. Developing an approach to include quality assurance in the management of services provided and ensuring overall quality of services provided.
- v. Determining the need for communications tools and products that will promote the implementation of Canada's FIAP strategy and objectives in FSSP-related activities; and
- vi. Maintaining contact with the TA throughout the duration of the contract.

5.3 FSSP Project Coordinator

The FSSP Project Coordinator must undertake the following tasks:

- i. Providing ongoing information and advice on local socio-economic context and indicators, such as governmental priorities, inflation, and risk factors, in support of DFATD programming in Colombia and Ecuador.
- ii. Ensuring the efficient and effective delivery of the services as per the pre-established technical and logistic arrangements, including compliance with schedules and client satisfaction.
- iii. Maintaining contact with the TA throughout the duration of the contract.
- iv. Preparing and delivering multimedia presentations and other communications products related to the provision of FSSP services and technical expertise; and
- v. Building and maintaining a portfolio of qualified technical specialists in various sectors of interest to Canada and local service providers, in the FSSP recipient countries.
- vi. Maintain a record of Technical Specialists that includes their tasks/deliverables, the level of effort (days worked) and their daily fees, for the review of the Technical Authority.

5.4 FSSP Financial and Administrative Officer

The FSSP Financial and Administrative Officer must undertake the following tasks:



- i. Providing financial advice related to local laws and regulations, banking institutions and the reasonableness of estimated expenses for products or services in the FSSP recipient countries to support compliance with DFATD financial policies and regulations.
- ii. Preparing budget and establishing management information systems to generate the necessary financial data required for priority setting, resource allocation, monitoring, expenditure control, financial reconciliation services and budgetary forecasts (budgets and financial management), using accounting systems software.
- iii. Undertaking the subcontracting of technical specialists as required, following the parameters provided in the OPM.
- iv. Ensuring the efficient and effective delivery of services;
- v. Setting up and maintaining an electronic and a physical filing system for all FSSP correspondence and supporting documents, sorted based on project, sector, thematic, administrative, and contractual requirements.
- vi. Maintaining proper financial records and ensuring that all cost-related supporting documents (e.g., invoices, timesheets, etc.) are kept up to date and will allow the Contractor to track and report on services rendered; and
- vii. Providing other administrative, financial, auditing, communications and translation/interpretation services in Colombia and Ecuador, as required.

6. Language Requirements

All proposed resources must be able to perform the work in English and Spanish as required.

7. Risks and Constraints

Managing risk in fragile, crisis and conflict-affected environments requires an increased focus on due diligence and a need for added flexibility. DFATD places an emphasis on the importance of accurately defining the various types of risks that a project could face and the development of impact and risk response strategies.

The FSSP will be implemented in territories where the political environment is relatively stable, but where there is risk related to Colombia and Ecuador's vulnerable economy, deteriorating security situation and weak infrastructure. The Contractor must be able to determine risk factors and risk management.

The insecurity, potential social conflicts, economic difficulties, and vulnerability to natural disasters in Colombia and Ecuador demand that the nature and likelihood of various risks that could have implications for the FSSP be considered and thoroughly managed.

The development and the periodic update of a contingency plan is an important element of the FSSP's risk management strategy. In addition, proactive and systematic risk planning and mitigation measures must be integrated into all project activities.

The FSSP must be implemented in conformity with the Government of Canada and DFATD policies, regulations, and guidelines, including the anti-terrorism funding provisions of Canada's Anti-Terrorism Act, adopted in 2001.

8. DFATD Support

The Technical Authority (TA) will make available all necessary data, documentation, and information to the Contractor, as needed. DFATD will exercise overall responsibilities for setting the project's general direction, including:

- Identifying strategic areas to be supported via the FSSP, in discussions with the Contractor.
- Setting priorities and clarifying needs or strategic technical assistance within the scope of the Contractor's responsibility; and
- Serving as the primary interlocutor between the FSSP Contractor and the Government of Colombia and the Government of Ecuador ministries and agencies.

8.1 Annual Work Plan (AWP)

The preparation and updating of the AWP are critical to the cost-effective provision of field support services. To meet the AWP requirement, the Technical Authority (TA) will assess the anticipated needs for the selected government of Colombia



and Ecuador ministries and other clients, which will be identified by DFATD on an on-going basis and provided to the Contractor. The TA and the Contractor will identify the necessary service requirements during the subsequent fiscal years (April 1 to March 31).

Following approval of the AWP by the TA, the Contractor must manage the FSSP in accordance with the AWP and submit reports to the TA based on the AWP. Changes to the AWP may be required during the year. Such changes must be approved by the TA and a revised AWP must be submitted.

8.2 Work Assignments Process / Tasking Process

The Contractor must deliver services according to an as-and-when-required basis. Specific work assignments will be initiated by the Technical Authority (TA), such as the need for Technical Specialists, through a written request for services to the FSSP Project Manager. Confirmation of reception of communication must be provided within two business days.

8.2.1 Reporting and Invoicing for Services Rendered

The Contractor must track and record all services rendered: to whom the services were rendered, when, by whom and on which activity and development project, and results obtained, including any other relevant information requested by the TA.

9. Deliverables and Expected Outcomes

Due to the nature of the work, there are deliverables that cannot be predefined. The Contractor is responsible for completing these undefined deliverables as they arise throughout the duration of the contract, as requested by the Technical Authority. These undefined deliverables can be, but not limited to:

- The TA will inform and give details to the Contractor if Technical Assistance requests are received from the Governments of Colombia and Ecuador, as well as requests from other stakeholders, as needed.
- Development and research of analytical products to be used by the Embassies or its stakeholders.
- Risk assessments and contingency plans.
- Situational analysis on evolving country context.
- Results reporting and recording of best practices.
- Workshops, training events, and resources to organize, prepare documentation/information for, facilitate or moderate these events;

9.1 FSSP Deliverables and Reporting

The Contractor must prepare the documents and reports stipulated in the contract and submit them to the Technical Authority (TA) for review and approval in accordance with the following timelines. The Contractor must include best practices and lessons learned resulting from the services provided.

The Technical Authority may request modifications to the plans and reports. If modifications are requested, unless otherwise specified in the notice by the Technical Authority, the Contractor must address the requested modifications to Technical Authority's satisfaction within twenty (20) working days.

9.1.1 Key Project Documents and Narrative Reports

All draft deliverables/reports are to be submitted to the TA in one (1) electronic copy in Microsoft format (Word/Excel/PowerPoint version 2010 or newer) in **English**, unless otherwise specified by the TA.

The fiscal year refers to DFATD's fiscal year from April 1 to March 31 of the following year. The Contractor must be able to provide any worksheet, calculation sheet in Microsoft Excel (version 2010 or newer) and any report in ADOBE (*.pdf) upon requested in Microsoft format (version 2010 or newer).



Deliverable #	Report Name	Due date	Description and conditions of acceptance
1	Initial Work plan (IWP)	<p><u>Year one of the contract:</u></p> <p>Approved version within forty-five (45) calendar days of contract signature.</p>	<p>The IWP must include timelines and deliverables focusing on key project start-up activities. The IWP must be approved by the Technical Authority before its implementation. At minimum, the IWP must include the following elements:</p> <ul style="list-style-type: none"> i) Project and administrative management such as information related to the day-to-day management of the FSSP and personnel and administrative processes. ii) A list of the technical specialists anticipated during the year, determined by the TA, and discussed with the Contractor. iii) Draft work plan for twelve months from the date of contract award. iv) Risk management strategy.
2	FSSP Operating Procedures Manual (OPM)	<p>The Contractor will provide the Technical Authority with a copy of its OPM within fifteen (15) calendar days of contract signature.</p> <p>If the Contractor makes any amendment(s) to the OPM, it will provide the updated document to the Technical Authority.</p>	<p>The Contractor must provide an OPM which will serve as guidance for FSSP resources. The manual must clearly define the service cycle of the FSSP. The manual must include the following:</p> <ul style="list-style-type: none"> i) Safety and security protocols; ii) Quality assurance process including a regular process for reviewing the quality of services rendered. iii) Project reporting; iv) Protocol to mitigate risk of conflict of interest; and v) Safeguard of information produced by the technical specialists. <p>The service cycle covers the start-to-end process to source contract personnel and technical specialists requested by the TA during the lifecycle of the contract.</p> <p>Note: The OPM will be used as reference material only for the Technical Authority.</p>
3	Annual Work plan (AWP)	<p><u>Year one of the contract:</u></p> <p>Approved version within one hundred twenty (120) calendar days of contract signature.</p> <p><u>Year two through five of the contract:</u></p> <p>Subsequent AWP's are submitted as drafts by February 28th of each year leading to final approval by the Technical Authority by the end of March each year.</p>	<p>The AWP defines the results to be achieved or worked on during the year and serves as a basis to assess project performance against plans and to assess the variance analysis contained in progress reports. It should not be more than thirty pages (excluding annexes), and must include the following:</p> <ul style="list-style-type: none"> i. Executive summary. ii. Project context (which may change from year to year) for Colombia and Ecuador. iii. Risk management strategy. iv. A list of Technical Specialist used, and their results achieved during the previous year. v. Project management issues and matters including significant events or changes that are planned during the year; and vi. Annexes. <p>As most FSSP services are demand-driven, the Level of Effort Annex will be updated (if necessary) on a quarterly or semi-annual basis.</p>



Deliverable #	Report Name	Due date	Description and conditions of acceptance
4	Semi-Annual Progress Reports	<p><u>Years one through five of the contract:</u></p> <p>Submitted to the Technical Authority each year within forty-five (45) calendar days from September 30th.</p>	<p>The Semi-Annual Progress Report (maximum of ten pages) provides progress on activities for the previous six-month period. The Semi-Annual Progress Report must include:</p> <ol style="list-style-type: none"> i. Executive summary. ii. Reporting on key project activities. iii. Problems and difficulties encountered, if any, and remedial action(s) taken or to be taken. iv. Analysis of changes made or to be made to any important aspects of the project, for consultation with DFATD. v. Planned activities for the next period or required updates to the AWP. vi. Management issues. vii. Comments on risks encountered or new risks identified. viii. Summary analysis of support provided by technical specialists. ix. Any other important issues affecting project implementation.
5	Annual Progress Report	<p><u>Years two through five of the contract:</u></p> <p>Submitted to the Technical Authority each year within forty-five (45) calendar days from March 31st.</p>	<p>The Annual Progress Report (maximum of twenty pages) summarizes project activities and progress towards expected results. The Annual Progress Report must include:</p> <ol style="list-style-type: none"> i. Executive summary. ii. Coordination and networking activities and results. iii. Program planning, project monitoring and results. iv. Problems and difficulties encountered, and remedial actions taken or to be taken and results. v. Management issues and results. vi. Comments on risk assessment and updated risk management strategy if appropriate. vii. Summary analysis of support provided by Technical Specialists: viii. Any other important issues affecting project implementation. ix. Lessons learned and recommendations; and x. Annexes.
6	Final Narrative Report	<p>Submitted to the Technical Authority within sixty (60) calendar days from the contract end date.</p>	<p>The Final Narrative Report not only includes an aggregation of previous reports as well as the Final but also goes beyond to provide information on design, methodology, program delivery, success factors and lessons learned.</p> <p>The report is a stand-alone document that can be used as the core source of information, a corporate memory and to help triangulate evaluations. To be concise, it is suggested that the report be approximately 50 pages and not exceed seventy-five pages (excluding annexes).</p> <p>The Final Narrative Report comprises eleven sections (including annexes):</p> <ol style="list-style-type: none"> i. Executive summary (not more than five pages). ii. Introduction - how the document is structured and designed (one page). iii. Project summary (one to three pages).



Deliverable #	Report Name	Due date	Description and conditions of acceptance
			<ul style="list-style-type: none"> iv. Project rationale and justification: Identification of direct and indirect beneficiaries and clients. v. Governance structure. vi. Brief project structure. vii. Project context - analysis of the project context (external, internal, political considerations) and the positive or negative impact on project results and its implementation. viii. Project management - assessment of project management approaches (governance, work planning, scheduling, subcontracting, logistics, finance, and reporting) in not more than three to six pages. ix. Results delivered - list of all technical specialists whose services have been subcontracted and a summary analysis of their support; list of events organized, etc. x. Risk management - appraisal of the validity of the original risk assessment, changes in risk and risk response strategies during the life of the project (including whether any risk events occurred and what strategies were used to address them) and the positive or negative impact on project results and its implementation. (Not more than one to three pages). xi. Lessons learned and recommendations – lessons learned from the project that will be useful for DFATD to consider in planning other projects of this nature in the future (in not more than three to five pages) and xii. Annexes

9.2 Environment

The Contractor must notify the Technical Authority (TA) if any project components could have potential environmental impacts. In such case, the TA may take necessary action to ensure that the project is not likely to cause significant adverse environmental effect. All activities must be in line with local and international environmental standards and laws.

10. Acronyms/Definitions

AWPs	Annual Work Plans
DAC	Development Assistance Committee
DFATD	Department of Foreign Affairs, Trade and Development
FIAP	Feminist International Assistance Policy
FSS	Field Support Services
FSSP	Field Support Services Project
GE	Gender Equality
IDRC	International Development Research Centre
IWP	Initial Work Plan
NGOs	Non-governmental organizations
NJC	National Joint Council
ODA	Official Development Assistance
OECD	Organization for Economic Co-operation and Development
OPM	Operational Procedures Manual
PSOPs	Peace and Stabilization Operations Programs



SDGs Sustainable Development Goals
SoW Statement of Work
TA Technical Authority (DFATD)



ANNEX B – BASIS OF PAYMENT

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

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

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

Definition of a Day/Proration

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

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

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

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

INITIAL CONTRACT PERIOD – YEAR 1 TO YEAR 5

TABLE 1

INITIAL CONTRACT PERIOD - YEAR 1				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
Project Manager			220	\$
Project Coordinator			220	\$
Financial and Administrative Officer			220	\$
YEAR 1 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$



TABLE 2

INITIAL CONTRACT PERIOD - YEAR 2				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
Project Manager			220	\$
Project Coordinator			220	\$
Financial and Administrative Officer			220	\$
YEAR 2 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$

TABLE 3

INITIAL CONTRACT PERIOD - YEAR 3				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
Project Manager			220	\$
Project Coordinator			220	\$
Financial and Administrative Officer			220	\$
YEAR 3 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$

TABLE 4

INITIAL CONTRACT PERIOD - YEAR 4				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
Project Manager			220	\$
Project Coordinator			220	\$
Financial and Administrative Officer			220	\$
YEAR 4 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$



TABLE 5

INITIAL CONTRACT PERIOD - YEAR 5				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
Project Manager			220	\$
Project Coordinator			220	\$
Financial and Administrative Officer			220	\$
YEAR 5 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$

TABLE 6

INITIAL CONTRACT PERIOD – YEARS 1 TO 5	
B. TRAVEL AND LIVING EXPENSES – Year 1 to Year 5	LIMITATION OF EXPENDITURE CA \$
<p>The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.</p> <p>All travel must have the prior authorization of the Technical Authority.</p>	250 000 \$
C. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S) – Year 1 to Year 5	LIMITATION OF EXPENDITURE CA \$
<p>TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S) (PER DIEM)</p> <p>Expenditures for Technical Specialists/Sub-contractors MUST have the prior authorization of the Technical Authority.</p> <p>NOTE: Technical Specialists and Sub-Contractors MUST NOT be used to substitute for the resources named under A. Categories of Professional Services.</p>	4 035 000 \$
D. LOCAL REIMBURSABLE EXPENSES – Year 1 to Year 5	LIMITATION OF EXPENDITURE CA \$



Actual eligible and reasonable disbursement incurred through the Contractor that are directly related to the implementation of Local Development activities.	150 000 \$
Eligible costs are to be determined by DFATD, when required and MUST be requested AND authorized in writing; by the Technical Authority BEFORE and expenses are incurred.	
This is a Limitation of Expenditure; any reimbursements MUST be at cost with proof of actual expenditure, without mark-up or profit. Customs duties are included, and applicable taxes are extra.	

TOTAL – YEAR 1 TO YEAR 5	
A. SUB-TOTAL – PROFESSIONAL SERVICES CATEGORIES	\$
B. SUB -TOTAL – TRAVEL AND LIVING EXPENSES	250 000 \$
C. SUB –TOTAL – TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)	4 035 000 \$
D. SUB –TOTAL – LOCAL REIMBURSABLE EXPENSES	150 000 \$
YEAR 1 TO YEAR 5 - SUB-TOTAL - A.+B.+C.+D. CA \$	\$

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

TOTAL CONTRACT VALUE: _____ CA \$



ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

23-236864

Security Classification / Classification de sécurité

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	DFATD
2. Branch or Directorate / Direction générale ou Direction	NLA
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 Project number: P009896001. Embassy of Canada in Colombia seeks a contractor to help improve the efficiency of the work of program and project stakeholders, as well as the impact of Canada's international assistance in Colombia and Ecuador. The Contractor must deliver all aspects of the Field Support Service Program's (FSSP) implementation including: (i) administrative, financial, procurement and logistical services; (ii) implement and manage the FSSP on an as-needed basis.	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable À ne pas diffuser <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:
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
	SECRET SECRET <input type="checkbox"/>
	TOP SECRET TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 23-236864
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:
Commentaires spéciaux : All visitors must be screened prior to entering the Embassy of Canada in Bogota

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

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

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat 23-236864
Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



ANNEX D - EVALUATION CRITERIA

Mandatory Technical Criteria (MTC)		
N°	Description of Criteria	Reference to Proposal (Please indicate section and page number, if applicable)
MTC 1	<p>The Bidder MUST propose one (1) Project Manager, one (1) Project Coordinator, AND one (1) Financial and Administrative Officer.</p> <ol style="list-style-type: none"> 1. The Project Manager (Based in Bogotá, Colombia) MUST have a minimum of six years of experience as a Project Manager. 2. The Project Coordinator (Based in Bogotá, Colombia) MUST have a minimum of 4 years of experience as a Project Coordinator. 3. The Financial and Administrative Officer (Based in Bogotá, Colombia) MUST have a minimum of 3 years of experience as a Financial and Administrative Officer. <p>The bidder may submit as many projects as necessary to demonstrate the minimum required duration of experience. Any overlapping experience will not be counted.</p>	

Mandatory Financial Criteria (MFC)	
ITEM	DESCRIPTION OF CRITERIA
MFC1	<p>The maximum funding available for the Contract resulting from the bid solicitation is \$7,350,000.00 (Applicable Taxes if required). Bids valued more than this amount will be considered non-responsive.</p> <p>This disclosure does not commit Canada to pay the maximum funding available.</p>
MFC2	<p>Bidders MUST submit their financial bid, in Canadian dollars and in accordance with the Basis of Payment in ANNEX B.</p> <p>Bidders that are based outside of Canada are eligible, however, their financial bid must be submitted in \$CAD.</p> <p>The total amount of Goods and Services Tax MUST be shown separately.</p>



Rated Technical Criteria (RTC) Category 1 — Proposed Resources				
RTC 1	Field Support Services Project (FSSP) Manager	Points	Maximum Score	Reference to Proposal (Please indicate section and page number, as appropriate)
RTC 1.1	<p>Academic Qualifications</p> <p>The Bidder should submit a copy of the proposed Project Manager’s highest level of education completed in a relevant discipline* from a recognized educational institution**. Canada will only consider programs of study that the proposed resource has successfully completed at the time of bid closing.</p> <p>For the purposes of this evaluation, “relevant discipline” is defined as a discipline related with political science, law, international development, economics, finance, administration, project management, social sciences, engineering, or applied sciences.</p> <p>A copy of the stated proof of education MUST be provided with the proposal.</p> <p>If the proposed resource’s education was obtained outside of Canada, the bidder must submit, with the proof of stated education, a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the Canadian Information Centre for International Credentials (CICIC), who can assist with the process.</p>	<ul style="list-style-type: none"> • Post-graduate degree (i.e., higher than a bachelor’s degree): 10 points • Undergraduate degree (i.e., bachelor* or equivalent): 5 points 	/10	
RTC 1.2	<p>Training Certificates</p> <p>The Bidder SHOULD submit the proposed Project Manager’s additional training certificates not part of the education evaluated in RTC 1.1 obtained from a recognized educational institution* or professional association*</p>	<ul style="list-style-type: none"> • 1 point per certificate obtained, 3 points maximum 	/3	



	<p>prior to the date of bid closing, in the following fields:</p> <ul style="list-style-type: none"> • Project management. • Public administration. • Results-based management. • Human resource management. • Conflict management. • Financial management. • Innovative financing mechanism for international development. • Capacity building or coaching approach. • Gender equality or gender sensitivity training. <p>The stated proof of the valid certification MUST be provided with the proposal.</p> <p>If the proposed resource's education was obtained outside of Canada, the bidder must submit, with the proof of stated education, a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the Canadian Information Centre for International Credentials (CICIC), who can assist with the process.</p>																							
<p>RTC 1.3</p>	<p>Project Management Experience</p> <p>The Bidder should demonstrate and summarize, through two (2) completed projects, the tasks performed by the proposed Project Manager that demonstrates experience in <u>project management and oversight</u>.</p> <p>Each proposed project must meet the following:</p> <ol style="list-style-type: none"> have had a budget with a minimum value of one (1) million dollars Canadian (\$1,000,000.00 CAD) Had a minimum duration of two (2) years; and Been completed within ten (10) years from the date of bid closing. <p>The cumulative experience will be evaluated using all projects together, so each project does not need to cover all tasks. The bidder is required to provide</p>	<table border="1"> <thead> <tr> <th>#</th> <th>Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>7</td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>#</th> <th>Indicate the PROJECT under which the resource demonstrated experience working in a</th> </tr> </thead> <tbody> <tr><td></td><td></td></tr> </tbody> </table>	#	Indicate the PROJECT under which each task is identified	1		2		3		4		5		6		7		#	Indicate the PROJECT under which the resource demonstrated experience working in a			<p>/17</p>	
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<p>a detailed summary as to how each task was effectively carried out, along with the associated deliverables and outcomes.</p> <p>2 points will be awarded for each task below, only once:</p> <ol style="list-style-type: none"> 1. Developing and maintaining good working relationships with key stakeholders (government, civil society, other donors, or private sector); 2. Identifying potential issues and programming opportunities and risks, put in place problem-solving strategies and adjust when necessary; 3. Preparing all key organizational documents, including Operating Procedures Manual and Annual Work Plans; 4. Ensuring overall quality control and management oversight of all services (management, reporting, project monitoring, risk management) offered by the organization; 5. Ensuring compliance with schedules and client satisfaction; 6. Preparing and delivering multimedia presentations and other communications products (e.g., brochures, outreach documents, multimedia presentations, etc.); 7. Managing the entire project from start to finish throughout the project's life cycle phases such as proposal, development of a work breakdown structure, key milestones, expenditure summaries, deliverables, monitoring, reporting, communications. <p>An additional 3 points will be awarded should at least one (1) of the two (2) proposed projects been carried out in a developing country for International Development Assistance (IDA).</p>	<table border="1"> <tr> <td></td> <td style="text-align: center;">developing country for IDA</td> </tr> <tr> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> </tr> </table>		developing country for IDA	1		2			
		developing country for IDA							
	1								
2									



**RTC
1.4**

**Working with International
Development Assistance
Stakeholders**

The Bidder should demonstrate, through a maximum of two (2) completed projects, the tasks performed by the proposed Project Manager, that substantiate experience working with International Development Assistance Stakeholders.

Each proposed project **must** meet the following:

- i. have had a budget with a minimum value of one (1) million dollars Canadian (\$1,000,000.00 CAD)
- ii. Had a minimum duration of two (2) years; and
- iii. Been completed within ten (10) years from the date of bid closing.

The cumulative experience will be evaluated using all projects together, so each project does not need to cover all tasks. The Bidder is required to provide a detailed summary as to how each task was carried out, along with the associated deliverables and outcomes.

1 point will be awarded for each task below, only once:

- 1. Identifying stakeholder(s) priorities and needs while planning and implementing coordinated actions.
- 2. Convening and facilitating project-related consultations and policy dialogue among stakeholders.
- 3. Liaising and coordinating with multiple stakeholders at country or regional level working in the sector targeted by the project; and
- 4. Working with 3 or more types of stakeholders (i.e., donors, government, civil society,

/4

#	Indicate the PROJECT under which each task is identified
1	
2	
3	
4	



	private sector, academia) for an international development project.			
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RTC2	FSSP Project Coordinator	Points	Maximum Score	Reference to Proposal (Please indicate section and page number, as appropriate)
RTC 2.1	<p>Academic Qualifications</p> <p>The Bidder should submit a copy of the proposed Project Coordinator’s highest level of education completed in a relevant discipline* from a recognized educational institution**. Canada will only consider programs of study that the proposed resource has successfully completed at the time of bid closing.</p> <p>For the purposes of this evaluation, “relevant discipline” is defined as a discipline related with political science, law, international development, economics, finance, business administration, project management, social sciences, engineering, or applied sciences.</p> <p>A copy of the stated proof of education MUST be provided with the proposal.</p> <p>If the proposed resource’s education was obtained outside of Canada, the bidder must submit, with the proof of stated education, a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the Canadian Information Centre for International Credentials (CICIC), who can assist with the process.</p>	<ul style="list-style-type: none"> • Post-graduate degree (i.e., higher than a bachelor’s degree): 10 points • Undergraduate degree (i.e., bachelor* or equivalent): 5 points 	/10	
RTC 2.2	<p>Training Certificates</p> <p>The Bidder should submit the proposed Project Coordinator’s additional training certificates not part of the education evaluated in RTC 2.1</p>	<p>1 point per certificate obtained, 3 points maximum</p>	/3	



	<p>obtained by from a recognized educational institution* or professional association* prior to the date of bid closing, in the following fields:</p> <ul style="list-style-type: none"> • Project management; • Public administration; • Results-based management; • Human resource management; • Conflict management; • Financial management; • Capacity building or coaching approach; • Gender equality or gender sensitivity training. <p>The stated proof of the valid certification MUST be provided with the proposal.</p> <p>If the proposed resource's education was obtained outside of Canada, the bidder must submit, with the proof of stated education, a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the <u>Canadian Information Centre for International Credentials (CICIC)</u>, who can assist with the process.</p>																							
<p>RTC 2.3</p>	<p>Project coordination experience</p> <p>The Bidder should demonstrate and summarize, through a maximum of two (2) completed projects, the tasks performed by the proposed Project Coordinator that demonstrate experience in <u>coordinating a project</u>.</p> <p>Each proposed project must meet the following:</p> <ol style="list-style-type: none"> 1. have had a budget with a minimum value of one (1) million dollars Canadian (\$1,000,000.00 CAD) 2. Had a minimum duration of two (2) years; and 3. Been completed within ten (10) years from the date of bid closing. <p>The cumulative experience will be evaluated using all projects together, so each project does not need to cover all tasks. The bidder is required to provide a detailed summary as to how each task was carried out, along with the associated deliverables and outcomes.</p>	<table border="1"> <thead> <tr> <th>#</th> <th>Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>#</th> <th>Indicate the PROJECT under which the resource demonstrated experience working in a developing country for IDA</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> </tbody> </table>	#	Indicate the PROJECT under which each task is identified	1		2		3		4		5		6		#	Indicate the PROJECT under which the resource demonstrated experience working in a developing country for IDA	1		2		<p>/15</p>	
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	<p>2 points will be awarded for each task below, only once:</p> <ol style="list-style-type: none"> 1. Providing ongoing information and advice on local socio-economical context and indicators and their impacts on the project 2. Preparing project documents, including Operating Procedures Manuals, Annual Work Plans, narrative reports, and financial reports. 3. Assisting in the preparation and coordination of documentation in response to scheduled and unscheduled reports, and observations to update management of project progress. 4. Communicating information and updates with client and stakeholders regarding project status and deliverables. 5. Supporting the logistics in organizing events, trainings, conferences. 6. Identifying technical specialists that respond to priorities. <p>An additional 3 points will be awarded should at least one (1) of the two (2) proposed projects been carried out in a developing country for International Development Assistance (IDA).</p>			
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RTC3	FSSP Financial and Administrative Officer	Points	Maximum Score	Cross-reference to Proposal (Please indicate section and page number, as appropriate)
RTC 3.1	<p>Academic Qualifications</p> <p>The Bidder should submit a copy of the proposed Financial and Administrative Officer's highest level of education completed in a relevant</p>		/6	



	<p>discipline* from a recognized educational institution**. Canada will only consider programs of study that the proposed resource has successfully completed at the time of bid closing.</p> <p>For the purposes of this evaluation, “relevant discipline” is defined as a discipline related with business, finance, accounting, or management.</p> <p>A copy of the stated proof of education MUST be provided with the proposal.</p> <p>If the proposed resource’s education was obtained outside of Canada, the bidder must submit, with the proof of stated education, a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the Canadian Information Centre for International Credentials (CICIC), who can assist with the process.</p>	<ul style="list-style-type: none"> • Undergraduate degree (i.e., bachelor* or equivalent): 6 points • College diploma: 3 points 				
<p>RTC 3.2</p>	<p>Training Certificates</p> <p>The Bidder should submit the proposed Financial and Administrative Officer’s additional training certificates not part of the education evaluated in RTC 3.1 obtained by from a recognized educational institution* or professional association* prior to the date of bid closing, in the following fields:</p> <ul style="list-style-type: none"> • Accounting Management (such as Certified Public Accountant (CPA), Certified General Accountant (CGA), Chartered Financial Analyst (CFA)) • Financial Management • Business Management <p>The stated proof of the valid designation or certification MUST be provided with the proposal.</p> <p>If the proposed resource’s education was obtained outside of Canada, the bidder must submit, with the proof of stated education, a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the Canadian Information Centre for International Credentials (CICIC), who can assist with the process.</p>	<p>1 point per certificate obtained, 2 points maximum</p>	<p>/2</p>			
<p>RTC 3.3</p>	<p>Project Financial and Office Administration</p> <p>The Bidder should demonstrate and summarize, through a maximum of two (2) completed</p>	<table border="1"> <tr> <td data-bbox="883 1906 974 1978">#</td> <td data-bbox="974 1906 1260 1978">Indicate the PROJECT under</td> </tr> </table>	#	Indicate the PROJECT under	<p>/10</p>	
#	Indicate the PROJECT under					



<p>projects, the tasks performed by the proposed Financial and administrative Officer that demonstrate experience in <u>project financial and office administration</u>.</p> <p>Each proposed project must meet the following:</p> <ol style="list-style-type: none"> 1. have had a budget with a minimum value of \$500,000.00 CAD. 2. Had a minimum duration of two (2) years; and 3. Been completed within ten (10) years from the date of bid closing. <p>The cumulative experience will be evaluated using all projects together, so each project does not need to cover all tasks. The bidder is required to provide a detailed summary as to how each task was carried out, along with the associated deliverables and outcomes.</p> <p>2 points will be awarded for each task below, only once:</p> <ol style="list-style-type: none"> 1. Preparing and submitting financial reports; 2. Feeding, managing, and monitoring the financial system to ensure that project financial and accounting data are maintained in accurate and timely manner to ensure complete and accurate records of project expenditures; 3. Undertaking the provision and administration of technical assistance, logistical support services, such as event and mission planning, training, seminars, meetings, conferences and other events; 4. Providing input to key organization documents, including Financial Plans, Annual Work Plans, Expenditure Summaries and Reports <p>An additional 2 points will be awarded should at least one (1) of the two (2) proposed projects been carried out in a developing country for International Development Assistance (IDA).</p>	<table border="1"> <tr> <td></td> <td>which each task is identified</td> </tr> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </table>		which each task is identified	1		2		3		4			
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Rated Technical Criteria (RTC)				
Category 2 — Bidder's Experience in delivering services				
RTC4	Bidder's resource capacity in management, administration, and	Points	Maximum Score	Cross-reference to Proposal



	project coordination services			(Please indicate section and page number, as appropriate)																				
<p>RTC 4.1</p>	<p>The Bidder should demonstrate, through a maximum of two (2) completed projects, its experience overseeing an international development project for a developing country.</p> <p>Each proposed project must meet the following:</p> <ul style="list-style-type: none"> i. have had a budget with a minimum value of two (2) million dollars Canadian (\$2,000,000.00 CAD) ii. Had a minimum duration of two (2) years; and iii. Been completed within ten (10) years from the date of bid closing. <p>2 points will be awarded per task in EACH PROJECT. The bidder must explain, how each task was carried out, along with the associated deliverables and outcomes for the corresponding project.</p> <ul style="list-style-type: none"> 1. Implementing a project; 2. Tracking project progress, including results-based management; 	<p>Maximum 8 points per project.</p> <table border="1" data-bbox="902 583 1127 785"> <thead> <tr> <th>#</th> <th>Project #1</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <table border="1" data-bbox="902 856 1127 1058"> <thead> <tr> <th>#</th> <th>Project #2</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table>	#	Project #1	1		2		3		4		#	Project #2	1		2		3		4		<p>/16</p>	
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	3. Communication with stakeholders; and 4. Managing project risks.			
Sub-Total for Category 1 – Proposed Resources Experience				/80
Sub-Total for Category 2 – Bidder's Experience				/16

Total – Rated Technical Criteria	/96
Obtain the required minimum of 58 (rounded) points (60%) overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points	