



REQUEST FOR PROPOSAL

RETURN BIDS TO:

Page 1 of

Bids must be submitted by email and must be submitted **ONLY** to the following email address:

soumissionbid@sac-isc.gc.ca

REQUEST FOR PROPOSALS

Proposal to DIAND:

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

Title: Compliance Audit Services	
Solicitation Number: 1000258473	
Date: 2024/02/27	
Solicitation Closes At: 2:00 PM	Time Zone
On 2024/03/14	Eastern Standard Time (EST)
Contracting Authority Jean Damasoene Gasake	
Telephone Number: 873-354-5730	
Facsimile Number	
Email Address: jeandamasoene.gasake@sac-isc.gc.ca	
Destination(s) of Services	
Security THIS REQUEST INCLUDES SECURITY PROVISIONS	
Instructions: See Herein	
Delivery Required See Herein	
Person Authorized to sign on behalf of Bidder	
Name	
Title	

Bidder
Name
Address
Telephone Number
GST/HST Number
QST Number



Important Notice to Bidders:

Conditional Set-Aside Under the Procurement Strategy for Indigenous Business (PSIB)

This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business.

In order to be considered, as an Indigenous Business, the Bidder must certify that it qualifies as an Indigenous business as defined under PSIB and that it will comply with all requirements of PSIB. If bids from two (2) or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-indigenous businesses that may have been submitted.

For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to Annex 9,4 of the Supply Manual.



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

1.2 Summary

Task Authorization contract for professional audit support services to provide independent compliance audits as part of the Procurement Strategy for Indigenous Business (PSIB) and the Indigenous Business Directory (IBD) registration criterion. See Appendix A for Audit information.

ISC is mandated to verify the eligibility of bidders on the PSIB set-aside requirement and maintain the integrity of the IBD. Compliance audits ensure Indigenous businesses registered under PSIB meet the policy's criteria. ISC communicates audit progress and results to other government departments.

ISC requires professional audit support services to assist in compliance audits on an as-requested basis.

The objective of the compliance audit is to verify that the Indigenous businesses, joint ventures, or partnerships registered in the IBD under the PSIB meet the ownership, control, and Indigenous content criteria where applicable. ISC retains the responsibility to validate the Indigenous status of businesses.

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

1.2.3 Conditional Set-aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)

This is an open tender. However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory (<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658>).



If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

Evaluation Procedures: The evaluation team will determine first if there are two or more bids with a valid PSAB certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, then all bids received will be evaluated.

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, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 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 only to Indigenous Services Canada (ISC): soumissionbid@sac-isc.gc.ca, 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 any other means to ISC will not be accepted.

2.3 Former Public Servant

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

Definitions

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

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

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



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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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



2.5 Applicable Laws

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

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



PART 3 – BID PREPARATION

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid electronically in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, must not exceed 10 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV : Additional Information

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

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 Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

3.1.2 Bidders must submit their prices; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

3.1.3 When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation

3.1.4 Electronic Payment of Invoices – Bid

Bidders will accept Direct Deposit (Domestic and International) for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.5 SACC Manual Clauses

Section III: Certifications

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

Section IV: Additional Information

3.1.6 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures



3.1.6.1 As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

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

3.1.6.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

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

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

The price included in this pricing schedule include or includes the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the bid solicitation.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

At minimum the bidder must propose one (1) Resource for each of the following categories:

As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all inclusive fixed daily rate (in Can \$) for each of the resource categories identified.

INITIAL CONTRACT PERIOD: From contract award Date to March 31, 2025				
Stream 1: Internal Audit Services	Resource Name	Per Diem Rate	Estimated number of days	Total (in Cdn \$)
Partner/Managing Director			50 days	
Project Manager/Leader			50 days	
Senior Auditor			50 days	
Auditor			50 days	
Junior Auditor			50 days	
(A) Total Price for Initial Contract Period 1: (Taxes are extra)				

OPTIONALS PERIODS

OPTION PERIOD 1: From April 1, 2025 to March 31, 2026				
Stream 1: Internal Audit Services	Resource Name	Per Diem Rate	Estimated number of days	Total (in Cdn \$)
Partner/Managing Director			50 days	
Project Manager/Leader			50 days	
Senior Auditor			50 days	
Auditor			50 days	
Junior Auditor			50 days	
(B) Total Price for Option Period 1: (Taxes are extra)				



OPTION PERIOD 2: From April 1, 2026 to March 31, 2027				
Stream 1: Internal Audit Services	Resource Name	Per Diem Rate	Estimated number of days	Total (in Cdn \$)
	Partner/Managing Director		50 days	
	Project Manager/Leader		50 days	
	Senior Auditor		50 days	
	Auditor		50 days	
	Junior Auditor		50 days	
(C) Total Price for Option Period 2: (Taxes are extra)				

OPTION PERIOD 3: From April 1, 2027 to March 31, 2028				
Stream 1: Internal Audit Services	Resource Name	Per Diem Rate	Estimated number of days	Total (in Cdn \$)
	Partner/Managing Director		50 days	
	Project Manager/Leader		50 days	
	Senior Auditor		50 days	
	Auditor		50 days	
	Junior Auditor		50 days	
(D) Total Price for Option Period 3: (Taxes are extra)				

*** TOTAL BID PRICE, FOR EVALUATION PURPOSES ONLY: (A+B+C+D)=\$ (Taxes are extra)**



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.
- (c) The evaluation team will determine first if there are two or more bids with a valid PSAB certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to attachment 1 to Part 4: Mandatory Technical Criteria

4.1.1.2 Point Rated Technical Criteria

Refer to attachment 1 to Part 4: Point Rated Technical Criteria

4.2 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3, Pricing Schedule.

4.3 Basis of Selection

4.3.1 SACC Manual Clause A0027T, 2022-12-01 , Basis of Selection – Highest Combined Rating of Technical Merit and Price.

Technical Proposal	70%
Financial Proposal	30%
Overall Proposal	100%

4.3.2 To be declared responsive, a bid must:

- a) Comply with all the requirements of the bid solicitation;
 - b) Meet all mandatory evaluation criteria; and
 - c) Obtained the required minimum number of points, specified in Attachment 1 to Part 4 for the point rated technical criteria.
- Bids not meeting 4.3.2 a) or b) or c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted
 - 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 the technical merit and price, respectively.

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 equals 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	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd



ATTACHMENT 1 TO PART 4: EVALUATION CRITERIA

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

The Bidder must provide sufficient detail to clearly demonstrate how they meet each mandatory requirement below. Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered “demonstrated” for the purpose of this evaluation.

Mandatory Technical Criteria (MT)
 For the purpose of the mandatory technical criteria specified below, the experience of the Bidder will be considered.

Note: When applicable, each individual proposed with a university degree or college diploma, must possess, at a minimum, a certificate from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada. The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following internet link: <http://www.cicic.ca/1374/obtain-an-academic-credential-assessment-for-general-purposes/index.canada>.

Mandatory Technical Criterion				
Number	The Bidder’s Proposed Resources	MET	NOT MET	Cross Reference to Proposal
MT1	The Bidder must propose a team to carry out the work described in Annex A Statement for Work. At a minimum, the team has to be comprised of the following resource categories below: Partner/Managing Director; and Project Manager/Leader(s); and Senior Auditor(s); and Auditor(s); and Jr. Auditor(s). No more than three (3) resources per category in the order of appearance within the proposal will be evaluated to determine compliance to this requirement. Note: For the purposes of this evaluation, a resource cannot be proposed for more than one category under this stream.			



MT2	<p>The Bidder must submit detailed CVs for each of the proposed resources in MT1 demonstrating that they meet the minimum mandatory requirements (educational, professional designations and work experience). The Bidder must list projects with start and end dates in months of experience (mm-yy to mm-yy) for each applicable resource category as described in Annex A, Statement of Work, Section 7.</p> <p><u>The detailed CVs must include the previous ten (10) years of professional experience</u></p>			
MT3	<p>The Bidder must demonstrate that the proposed Resources have the required experience clearly identified by providing a detailed summary of the work experience and the role of the resource.</p> <p>In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.</p>			
MT4	<p>The Bidder must demonstrate that at minimum one (1) of the proposed resources at the Project Manager/Leader(s) or Senior Auditors level has led a minimum of one (1) project that involved the development of a compliance audit business process for an existing Program in the last five (5) years from bid closing date</p> <p>To demonstrate compliance with this criterion, the Bidder must provide the following information for each project:</p> <ul style="list-style-type: none">• Name of the client organization;• Project start and end dates (mm-yy) to (mm-yy)• The scope, objective and size of the project in dollars;• Outcomes of the project; and,• A description of the proposed resource's roles and responsibilities in leading the project;			
MT5	<p>The Bidder must clearly demonstrate that at least one (1) of the Project Managers/Leaders or Senior Auditors has the capability of undertaking tasks in both official languages for the activities described in Annex A, Statement of Work.</p> <p>This capability needs to be confirmed by a letter from a previous clients for which tasks were completed in both official languages.</p>			



Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below. Proposals will be evaluated and scored in accordance with specific evaluation criteria detailed in this section.

The Bidder should provide sufficient detail to clearly demonstrate how they meet each point-rated requirement below. Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered "demonstrated" for the purpose of this evaluation.

NOTE: If the bidder's technical proposal does not score **(56/90)** or more of the rated technical criteria, the bidder's proposal will be deemed non-compliant.

Number	Point Rated Technical Criterion	Cross Reference to Proposal	Maximum Points	Awarded Points
RT1	<p>The Bidder has demonstrated that at least two of the proposed resources at the Senior Auditor and Auditor levels, within the last five (5) years of bid closing date, completed projects where at least 50% of the work was in the provision of Compliance Audit Services for a pre-existing Program.</p> <p>To demonstrate compliance with this criterion, the Bidder must provide the following information for each project:</p> <ul style="list-style-type: none"> • Name of the client organization; • Federal department or crown corporation project title; • Project start and end dates (mm-yy to mm-yy); • The scope, objective, and size of the project in dollars; • A description of the proposed resource's roles and responsibilities in leading the project. <p>The bidder must identify which project(s) they wish to be assessed against for this point-rated criteria.</p> <p>Combined experience of at least multiple resources will be considered.</p> <p>Note: Specific compliance audits are not being counted, it is the number of completed projects.</p>		60 pts	/pts



	10 points will be awarded for each project up to a maximum of 6 projects.		
RT2	<p>The bidder has demonstrated that the compliant projects, in relation to RT1, involved Indigenous led organizations or Indigenous owned businesses within the compliance audit process.</p> <p>To demonstrate compliance with this criterion, the Bidder must provide the following information for each project:</p> <ul style="list-style-type: none"> • Name of the client organization; • Federal department or crown corporation project title; • Project start and end dates (mm-yy to mm-yy); • The scope, objective, and size of the project in dollars; • A description of the proposed resource's roles and responsibilities in leading the project. <p>The bidder must identify which project(s) they wish to be assessed against for this point-rated criteria.</p> <p>Combined experience of at least multiple resources will be considered.</p> <p>Note: Specific compliance audits are not being counted, it is the number of completed projects.</p> <p>Five (5) points will be awarded for each project accepted to meet this criterion that involved Indigenous-led organizations or Indigenous-owned businesses in the compliance audit process up to a maximum of 30 points..</p>	30 pts	/pts
Total Points for all Point Rated Technical Criteria is 80 points.		90 pts	/pts
Minimum required score		56 pts	



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2. Conditional Set-aside for Aboriginal Business

5.1.2.1 This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business (PSIB). If the certification below is not provided by the Bidder, the bid will be evaluated as being from a non-Indigenous business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see Annex 9.4, Supply Manual.

Please check the applicable box:

i) I, _____ (Name of duly authorized representative of business) hereby certify that _____ (Name of business) meets, and shall continue to meet throughout the duration of the contract, the requirements for this program as set out in "Requirements for bidders in the Set-Aside Program for Indigenous Business", which document I have read and understand. []

Or

i) I, _____ (Name of duly authorized representative of business) hereby certify that _____ (Name of business) do not meet the requirements for this program as set out in "Requirements for bidders in the Set-Aside Program for Indigenous Business", which document I have read and understand. []

ii) The aforementioned business agrees to ensure that any subcontractor it engages with respect to the contract shall, if required, satisfy the requirements set out in "Requirements for bidders in the Set-Aside Program for Indigenous Business."

iii) The aforementioned business agrees to provide to ISC, immediately upon request, information to substantiate a subcontractor's compliance with this program.

2. Please check the applicable box:

i) The aforementioned business is an Indigenous business which is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization, []

OR



ii) The aforementioned business is a joint venture between 2 or more Indigenous businesses or an Indigenous business and a non-Indigenous business. []

3. The aforementioned business agrees to immediately furnish to ISC, such evidence as may be requested by ISC from time to time, corroborating this certification. Such evidence shall be open to audit during normal business hours by a representative of ISC, who may make copies and take extracts from the evidence. The aforementioned business agrees to provide all facilities for audits and to furnish information requested by ISC with respect to the certification.

4. It is understood that the civil consequences of making an untrue statement in the bid documents, or of not complying with the requirements of the program or failing to produce satisfactory evidence to ISC regarding the requirements of the program, may include:

- forfeiture of the bid deposit
- retention of the holdback
- disqualification of the business from participating in future contracts under the program
- termination of the contract

In the event that the contract is terminated because of an untrue statement or non-compliance with the requirements of the program, ISC may engage another contractor to complete the performance of the contract and any additional costs incurred by ISC shall, upon the request of ISC, be borne by the aforementioned business.

5. Date _____

Signature _____

Title (duly authorized representative of business) _____

For (name of business) _____

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 specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

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



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



PART 6 – SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Optional Services

The Contracting Authority may exercise the option at any time before the expiry date of the Contract by sending a written notice to the Contractor.

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form specified in Annex 'D'".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ 100,000, Applicable Taxes included, inclusive of any revisions.

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

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 5% of the Maximum Contract Value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not



exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2030, 2022-12-01, General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

7.3 Security Requirements

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

Security clauses RFP 1000256473

Security requirement for Canadian supplier: Public Works and Government Services Canada (PWGSC) file # Common professional services security requirement check list #10

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS) with approved document safeguarding at the level of **protected B**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to protected information, assets or work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
3. The contractor **must not** utilize its Information Technology systems to electronically process, produce or store **protected** information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **protected B**, including an IT Link up to the level of **protected B**
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor/offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex ``C``
 - b. Contract Security Manual (latest edition)



7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

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

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

7.3.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

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

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Jean Damascene Gasake**
Title: Senior **Procurement** Expert
Indigenous Services Canada
Materiel and Assets Management Directorate
Address: 10 Wellington st, 13th floor
Gatineau, Québec K1A 0H4, Canada
Telephone: 873-354-5730
E-mail address: jeandamascene.gasake@sac-isc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

Name:
Title:
Address:
Telephone:
E-mail :



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

7.5.3 Contractor's Representative (TB completed at the time of contract award)

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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



If so, the Bidder must provide the following information:

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

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price "in accordance with the basis of payment, in Annex "B" as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$ 300,000.00**. Customs duties are "included", and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

Commented [GJD1]: The Limitation of Expenditure will be amended and increased at the time of exercising the option period

7.7.3 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.

7.7.4 Electronic Payment of Invoices – Contract

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



a) Direct Deposit (Domestic and International);

7.7.5 Time Verification

C0711C (2008-05-12)Time Verification

7.8 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.

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 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.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2030, 2022-12-01
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any)
- (g) the Contractor's bid dated (TB completed at the time of contract award)

7.12 Insurance

SACC Manual clause [G1005C](#) 2016-01-28 Insurance - No Specific Requirement



ANNEX "A": STATEMENT OF WORK

1. **TITLE:** Compliance Audit Services for Indigenous Business Directory Suppliers

2. SCOPE

Task Authorization contract for professional audit support services to provide independent compliance audits as part of the Procurement Strategy for Indigenous Business (PSIB) and the Indigenous Business Directory (IBD) registration criterion. See Appendix A for Audit information.

3. OBJECTIVE

ISC is mandated to verify the eligibility of bidders on the PSIB set-aside requirement and maintain the integrity of the IBD. Compliance audits ensure Indigenous businesses registered under PSIB meet the policy's criteria. ISC communicates audit progress and results to other government departments. ISC requires professional audit support services to assist in compliance audits on an as-requested basis.

3.1 Compliance Audits

The objective of the compliance audit is to verify that the Indigenous businesses, joint ventures, or partnerships registered in the IBD under the PSIB meet the ownership, control, and Indigenous content criteria where applicable. ISC retains the responsibility to validate the Indigenous status of businesses.

The Contract will be responsible for performing the following types of compliance audits:

a) Indigenous ownership criterion

The Indigenous ownership criterion requires an Indigenous person or Indigenous firm has at least 51% ownership of the business.

b) Indigenous control criterion

The Indigenous control criterion requires an Indigenous person or Indigenous business has at least 51% of control of the business.

c) Indigenous content criterion

The Indigenous content criterion dictates that for contracts awarded under PSIB, at least 33% of the total value of the work must be performed by the Indigenous business contractor awarded the contract or by a combination of that contractor and other Indigenous businesses. The value of the work is considered to be the total value of the contract less any material directly purchased by the contractor for the performance of the contract.

4. BACKGROUND

On March 29, 1996, the Minister of Indian and Northern Affairs announced the initiation of the Procurement Strategy for Aboriginal Business (PSAB).

In August 2021, the Government of Canada recommitted to renewing and strengthening its economic relationship with Indigenous entrepreneurs and communities by providing increased economic opportunities to First Nations, Inuit, and Métis businesses through the federal procurement process.

As a result of past engagement with Indigenous partners, the Government of Canada implemented a mandatory requirement for federal departments and agencies to ensure that a minimum of 5% of the total value of contracts are held by Indigenous businesses.

The PSIB program currently held within ISC requires professional audit services to perform the as and when-required compliance audits required.

5. REFERENCE DOCUMENTS

For additional information, the Contractor may reference the following:

[Learn how federal Indigenous procurement works](#) website

[Indigenous Business Directory website](#)



Chapter 9.4. Public Services and Procurement Canada Procurement Strategy for Indigenous Business (PSIB)

6. DESCRIPTION OF RESOURCE CATEGORIES

The following are general descriptions of the resource categories and does not indicate that the resources shall be required to perform all components of the description.

6.1 Partner/Managing Director

Maybe an owner of the firm. The resource exercises project sign-off authority on behalf of the Contractor, and oversees and assures the quality of work of Project Managers/Leaders responsible for individual projects. Negotiates the final agreement for the Work on behalf of the firm. Supervises the creation, development, and implementation of significantly new or modified audit approaches to solve problems and obtains approval from the Project Authority for their application. Reports progress of the project frequently and at key milestones in the life cycle. Meets with senior-level departmental executives, as required, to outline audit objectives and approaches, gather key perspectives, and present audit observations and recommendations.

6.2 Project Manager/Leader

Manages the project team during the phases of the audit Work. Ensures that resources are made available and that the project is developed and is fully implemented within agreed time, cost and performance parameters of the Contract. Determines budgetary requirements, the composition, roles and responsibilities, and deadlines for the project team. Defines and documents the objectives and scope of the project. Identifies problems impeding successful completion of the project and proposes, develops, and implements significantly new or modified audit approaches to solve them. Reports progress of the project to the Project Authority on an ongoing basis and at scheduled points in the life cycle. Meets with auditee management to outline audit objectives and approaches, gather key perspectives, and present observations and recommendations. Prepares plans, charts, tables, and diagrams to assist in presenting or displaying observations and recommendations.

6.3 Senior Auditor

Develops and designs approaches and programs for significant segments of projects. Participates in the development of the overall plan and strategy for specific projects. Carries, or supervises auditors and junior auditors in the performance of project tasks according to approved programs or plans. Prepares and presents project observations and recommendations to the Project Manager/Leader for approval. Presents observations and findings from work completed to the Project Authority and auditees. Drafts and revises audit reports.

6.4 Auditor

Participates in all phases of projects. Organizes and conducts project tasks according to approved programs or plans. Drafts portions of, or content leading to, drafts and final reports, including audit observations, conclusions, and recommendations. Presents oral briefings and debriefings to auditees on assigned segments of the project.

6.5 Junior Auditor

Conducts assigned tasks. Normally supports resources provided by the Contractor where there is justified requirement for audit tests or other support activities not requiring the level of qualification or expertise associated with the other resource categories.



7. SCOPE OF SERVICES

STREAMS AND MINIMUM MANDATORY RESOURCE REQUIREMENTS

Note: When applicable, each individual proposed with a university degree or college diploma, must possess, at a minimum, a certificate from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada. The list of recognized organizations can be found on the Canadian Information Centre for International Credentials website.

The experience of the proposed resources must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experiences overlap, the duration of time common to each project/experience will not be counted more than once.

7.1 Stream 1: Internal Audit Services

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The range of activities under this Stream could include:

- Value-for-money audit;
- Compliance audit;
- Assurance audit;
- Management control audit;
- Operational audit;
- Horizontal or sectoral audits led by the Comptroller General;
- Develop audit or assurance methodologies to meet the requirements of the Treasury Board Policy on Internal Audit;
- Develop methodologies for audit-related activities;
- Conduct research (audit-specific, general services, and best practices);
- Develop range of reporting approaches, techniques, and formats (narrative, graphical, dashboards, etc.); and
- Provide audit-related awareness and/or training sessions.

Minimum Mandatory Qualifications and Experience for the Resource Categories:

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under **each** applicable resource category for work to be performed under this Stream.

For the Experience requirements, the applicable period during which experience must fall within (e.g. "within the past x years*,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.



Partner/Managing Director

- Education/Professional Qualifications:

Professional designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP); AND

- Experience:

within the past ten (10) years*, must have a minimum of eight (8) cumulative years of audit experience, including at least two (2) cumulative years of experience in internal audit

Project Manager/Leader

- Education/Professional Qualifications:

Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; AND

- Experience:

within the past ten (10) years*, must have a minimum of six (6) cumulative years' experience of audit experience, including at least two (2) cumulative years of experience in internal audit **and** at least two (2) cumulative years of experience in leading projects relevant to the Stream

Senior Auditor

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; AND

- Experience: within the past ten (10) years*, must have a minimum of three (3) cumulative years of audit experience.

Auditor

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP OR a degree/diploma from a recognized university (see note above) relevant to the Stream and/or the Statement of Work (the Technical Authority may accept a recognized degree/diploma from other areas of study, if applicable); AND

- Experience: within the past ten (10) years*, must have a minimum of two (2) cumulative years of audit experience.

Junior Auditor

- Education/Professional Qualifications: Must be in the process of obtaining a degree/diploma from a recognized university or college (see note above) which is relevant to the Stream and/or the Statement of Work; or in the process of completing an apprentice program relevant to the Stream and/or the Statement of Work



8 CLIENT SUPPORT

The Technical Authority will provide relevant background information. Every attempt will be made throughout the contract to provide additional information requested by the Contractor if deemed relevant to the project. In addition, the Technical Authority will be available to respond to inquiries from the Contractor. The Contractor will be provided with access to the Technical Authority and staff as required and to documents from relevant work as deemed relevant by the Technical Authority.

ISC internal resources will be the point of contact with any Indigenous business unless otherwise required in an issued task authorization. In certain instances, the Contractor will be working directly with a 3rd party to collect and discuss an audit requirement; this will be expressly stated in a task authorization.

All working papers are created and stored in TitanFile. The Contractor will be given access to the system, which is to be used during the completion of assigned tasks.

Mobile cellular devices will not be provided.

9 GUIDING PRINCIPLES

9.1 The Contractor must apply the following principles at all times throughout the work:

- Acting independently and being perceived as independent and unbiased. The Contractor and members of the team must have no vested interest in the program under review.
- Behaving professionally in all dealings with people associated with the Work. Any personal opinions and viewpoints expressed by those under review or by the Technical Authority must be treated with the utmost discretion.
- Exercising their responsibility to the Technical Authority and ISC by presenting any reports in their entirety and maintaining full objectivity.

10 CONTRACTING APPROACH

- 10.1 The work under this contract will be managed and completed through the issuance of task authorizations.
- 10.2 The SOW describes various tasks anticipated to be performed however any task or deliverable within the Scope of 7.1 Stream 1: Internal Audits maybe requested in a subsequent task authorization.
- 10.2 Each Task Authorization will identify further details such as specific compliance audit requirements, and where applicable, estimated schedule and specific tasks to be completed.
- 10.3 At the time of contract award; initial task authorizations are anticipated to include:
 - a) development of an internal business process and methodology for the management and oversight of a compliance audit program; including but not limited to; audit parameters and triggers; roles and responsibilities according to current program and legislative obligations; random selection methodology etc.
 - b) Any compliance audit requirements currently pending review (approximately 50).
 - c) Subsequent compliance audits will be requested in batches to be efficient with resource time and availability.

11 TASKS

The tasks that must be completed by the contractor's proposed resources are as follows, but may not be limited to the following subject to issued and approved task authorizations:

11.1 Compliance Audit Methodology Development:

- a. Participate in a kick off meeting with the Technical Authority and other stakeholders within three days of TA award to discuss the overall scope and timing;
- b. Identifying, assessing, discussing and documenting risks in a Risk Assessment;
- c. Drafting the Terms of Reference of Audit Requirements, including identification of scope, objectives, criteria and timing, in consultation with the Technical Authority ;
- d. Preparing a Work Program (as defined in the IIA standards) that clearly describes methodology and task responsibility;



- e. Preparing a Project Timeline/ Schedule that contains estimated start and end dates for key tasks and deliverables within the Program;
- g. Performing audit work as outlined in the approved Work Program and documenting results according to the IIA Standards and IAED templates;
- h. Identifying, obtaining and analyzing key internal and external documents such as applicable acts, policies and procedures, and legislative and regulatory documents to support the development of the Terms of Reference and Work Program;
- i. Researching other programs and identifying best practices for benchmarking;
- j. Develop a Presentation summarizing overall Compliance audit methodology and performance indicators if required);

11.2 Compliance Audits:

As and when required, in performance of compliance audits the Contractor's proposed resources will be required to perform but are not limited to the following tasks as documented in a task authorization.

Note, ISC will be responsible for documenting any of the business files with details of their Indigenous status

- a. Must reflect scope elements;
- b. Analyzing information and preparing preliminary observations;
- d. Preparing for and conducting debriefings with the Technical Authority and Program Management as needed;
- e. Sharing preliminary observations, commenting on what is working well and what is not working well and providing recommendations.

11.3 Reporting:

- a. Preparing a Draft Report that will provide observations and advice as per the template/format identified in the compliance audit methodology. This draft report should be cross-referenced and substantiated with supporting documentation. The body of the report should include sections such as an introduction, observations, and advice (template will be determined);
- c. Submit the Draft Report to the Technical Authority for review and approval of both draft and final versions. Multiple drafts of the report may be required before the Technical Authority (and/ or their delegate) provides approval on the final version;
- d. Preparing a Final Draft Report after receipt of comments and management responses;
- e. Presenting a Final Draft Report to senior management committees and key stakeholders as directed by the Technical Authority.

11.4 Throughout any task authorization:

- a. Providing regular weekly updates, documenting status reports that include tasks completed to date, and bringing any matters of significance to the attention of the Technical Authority;
- b. Liaising, coordinating, and working with the current ISC team;
- c. Assuring that sufficient, reliable, relevant and appropriate evidence was collected which supports the observations contained in working papers and reports;
- d. Obtaining and reviewing documentation regarding the TA work;
- e. Properly documenting minutes and decisions of meetings;
- f. Performing all tasks following the International Standards for the Professional practice of Internal Auditing;
- g. Storing working papers and working paper summaries in the working paper software TitanFile in accordance with information management policies; and
- h. the Contractor may be required to submit multiple versions of deliverables before the Technical Authority provides final approval. The Technical Authority will provide ongoing feedback to the Contractor to support the development of all deliverables.

All work and communication must be conducted using TitanFile



12. QUALITY ASSURANCE REVIEW:

The Contract must ensure that all work, as appropriate, is subject to a Quality Assurance Process. The purpose of the quality assurance review is to determine whether the audit's findings and conclusions are appropriate and consistent with the evidence collected and that the audit was conducted in accordance with the Institute of Internal Auditors (IIA) International Professional Practices Framework, the TBS Internal Audit Policy, and the PS audit manual and Checklists to support PS requirements with regard to its Quality Assurance (QA) and Improvement Program.

13 Deliverables

13.1 The Contractor must provide deliverables as identified in any task authorization. Deliverables may include but are not limited to:

- Risk Assessment;
- Terms of Reference;
- Work Program;
- Project Timelines / Schedule;
- Audit tools (e.g. questionnaires, interview guides);
- Analysis sheets;
- Detailed working papers and working paper summaries to support observations and subsequent advice;
- Updated briefings and corresponding documents (such as preliminary observations and debrief decks, as required) to the Technical Authority and Program Management throughout;
- Preliminary and final draft reports substantiated and cross-referenced to supporting documentation (working papers);
- Management letter(s) (if applicable);
- Disposition table disposing of comments as a result of discussions with the Technical Authority and Program Management;
- Weekly Status Reports (e.g. tasks that are completed and underway, issues etc.); and
- QA Checklist.
- Lessons learned

13.2 Considerations for Deliverables

- All deliverables must conform to the templates, as indicated in the approved business process.
- ISC will be responsible for any required translation.
- All working papers are the property of ISC and must be provided to the Technical Authority upon completion of the task authorization. However, these should be available to the Technical Authority for review and discussion while in development.
- Acceptance of the final deliverable(s) will be made by the Technical Authority, and/or their delegate.
- All deliverables outlined above will not be considered completed until they have met the satisfaction and expectations of the Technical Authority. The Contractor will be required to submit revised drafts within the agreed-upon timeframe dependent on the required edits and established deadlines. Should the quality of the deliverables not be acceptable to the Technical Authority (and/ or their delegate), the product may be returned to the Contractor for revision at the Contractor's expense.
- Working papers are created and stored in TitanFile (or other software as agreed by the audit team). The Contractor will be given access to the system, and they are to be used during the completion of assigned tasks.



14 WORK LOCATION

The Contractor must conduct the work at their own facilities; however, the Contractor must be available to participate in teleconference meetings with ISC. The Contractor is responsible for any travel expenses related to travel within the National Capital Region that may be required as part of this contract or subsequent task authorizations.

15 OFFICIAL LANGUAGES

16. All communications with PS staff and the Canadian public (if applicable) must be performed in the official language (English or French) preferred by the employee/citizen.

16.1 At least one of the Bidder's senior resources must be able to speak, read and write in both English and French fluently and accurately on all levels normally pertinent to professional needs. The resource must be able to tailor to both English and French audience needs and discuss in depth highly abstract or unfamiliar topics. The resource must be able to speak with a great deal of fluency, grammatical accuracy, complex vocabulary and in an idiomatic fashion, and understand most forms and styles of speech, while showing sensitivity to social and cultural references. The resource must be able to deliver professional briefings in both English and French to senior officials.

16.2 It is expected that the day-to-day work and final deliverables will be submitted in English.

16.3 ISC will arrange for the translation of Contractor-produced deliverables, as required.

17. POLICY ON GREEN PROCUREMENT

In April 2006, and as revised on May 14, 2018, the Government of Canada issued the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>) that directs federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. To assist Canada in reaching its objectives, the Contractor should undertake the following when performing the Work:

Provide and transmit draft and final deliverables in electronic format.

Print on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest such as: Canadian Standards Association (CSA), Forest Stewardship Council (FSC); Sustainable Forestry Initiative (SFI); Ecology certification, etc.

Print double sided in black and white format.

Recycle (shred) unneeded printed documents following Security Requirements of the Contract.

18 TRAVEL

Travel is not a requirement for this work.



APPENDIX 1 AUDIT INFORMATION

1. Audit information

To be considered for award of a contract limited for bidding under the Procurement Strategy for Indigenous Business (PSIB), a business has to be registered in the (IBD) and certify in its bid that it will meet Indigenous content requirements defined under PSIB.

Indigenous businesses register on the IBD in accordance with the information found on the [Register for the Indigenous Business Directory webpage](#). IBD businesses also certify that they will meet the PSIB criteria through a self-declaration certificate when they bid on the PSIB requirements. To ensure that businesses meet the eligibility requirements of the IBD and that PSIB requirements are effectively reserved for IBD businesses, ISC will audit a business's ownership and control structure for registration on the IBD as well as how much work was delivered by the business that was awarded a PSIB requirement.

1. What is a compliance audit?

- a) A compliance audit verifies that businesses, joint ventures, or partnerships meet the ownership and control requirements of the IBD at the time of registration on the Directory and on a continued basis. The compliance audit may also verify that an IBD business meets the Indigenous content requirements of PSIB through the lifecycle of a contract awarded under PSIB. Indigenous ownership criterion

The Indigenous ownership criterion requires an Indigenous person or Indigenous firm has at least 51% ownership of the business.

b) Indigenous control criterion

The Indigenous control criterion requires an Indigenous person or Indigenous business has at least 51% of control of the business.

c) Indigenous content criterion

The Indigenous content criterion dictates that for contracts awarded under PSIB, at least 33% of the total value of the work must be performed by the IBD business awarded the contract or by a combination of that business and other IBD businesses. The value of the work is considered to be the total value of the contract less any material directly purchased by the contractor for the performance of the contract.

2. What kinds of compliance audits are conducted

ISC conducts 4 types of compliance audits.

2.1. IBD-registration audit

An IBD-registration audit is **mandatory** for every business that wishes to register on the IBD. It verifies that the business meets the Indigenous ownership and control criteria.

IBD-registration audits are prioritized when award of a contract is dependent on the audit results. If the business cannot meet the registration requirements, their bid may be considered non-compliant.

IBD registration requirements can be found on the [Register for the Indigenous Business Directory webpage](#).

2.2. Pre-award audit

A pre-award audit is **mandatory** for PSIB requirements valued at, or greater than, \$2 million. However, pre-award audits may be conducted for requirements below the value of \$2 million when a need is identified by the requisitioning department, the contracting authority, or ISC. A pre-award audit may also be conducted randomly.



A pre-award audit is performed to verify that the business meets or continues to meet the Indigenous ownership and control criteria to be listed on the IBD. The Indigenous content criteria is not audited during a pre-award audit or a random audit.

Mandatory pre-award audits are prioritized as the contract award depends on the audit results. If the business fails to provide the required documentation to ISC, their bid may be considered non-compliant.

2.3. Post-award audit

A post-award audit is conducted to verify that the business meets the Indigenous content criterion through the contract delivery period and is requested by a contracting authority. The post-award audit may also confirm that the business continues to meet the Indigenous ownership and control criteria to continue to be listed on the IBD, ensuring the continued integrity of the Directory. .

2.4. Random audit

An audit for compliance can be performed on a random basis. It is not related to any pre- or post-awarded requirement. The purpose of the random audit is to ensure the continued integrity of the IBD by guaranteeing that businesses registered continue to meet the IBD's eligibility requirements.

The random audit for compliance follows the same procedure as the IBD-registration and pre-award audit procedure.

Note:

For a joint venture or partnership to meet the Indigenous ownership and control criteria, this must be held by one or more partners in the joint venture or partnership who also meet the Indigenous ownership and control criteria to be listed on the IBD.

3. Do businesses, joint ventures and partnerships who are awarded PSIB contracts agree to be audited?

As part of its PSIB certification, a business declares it will meet the PSIB requirements and agrees to provide all documents to verify compliance when requested by the Government of Canada. Therefore, any business, joint venture, or partnership that has been notified of an audit to assess its compliance with the PSIB criteria is obligated to provide the requested documentation to the Government of Canada.

In addition, with all pre-award or post-award audits, the bidders agree to provide the Government of Canada with any requested information for an audit.

In the case where the Indigenous business, joint venture or partnership does not respond to the auditor's request for information or documents, ISC has the right to remove the Indigenous business, joint venture, or partnership from the IBD on behalf of the Government of Canada.



ANNEX "B": BASIS OF PAYMENT

(TB inserted at the time of contract award)



ANNEX "C": SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#10



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Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	ISC	
2. Branch or Directorate / Direction générale ou Direction	LED-EBOB-TIPS	
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 RFP - To perform compliance audits for business who wish to register for a government business directory		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





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PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS 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 : _____

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
UNCLASSIFIED





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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTRIENTE	NATO CONFIDENTIEL	A		B	C					
Information / Assets / Renseignements / Biens / Production	<input checked="" type="checkbox"/>																
IT Media / Support TI / TI Link / Lien électronique	<input checked="" 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION				
13. Organization Project Authority / Chargé de projet de l'organisme				
Name (print) - Nom (en lettres moulées) Danielle Aubin		Title - Titre Senior Director, Economic Benefits and Opportunities Branch	Signature Aubin, Danielle N <small>Digitally signed by Aubin, Danielle N Date: 2024.01.26 12:52:43 -05'00'</small>	
Telephone No. - N° de téléphone 6134156014	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel danielle.aubin@sac-isc.gc.ca	Date	
14. Organization Security Authority / Responsable de la sécurité de l'organisme				
Name (print) - Nom (en lettres moulées) Jasmin Gauthier		Title - Titre Security in Contracting Officer	Signature Gauthier, Jasmin O <small>Digitally signed by Gauthier, Jasmin O DN: c=CA, o=GC, ou=ISC-SAC, email=Gauthier, Jasmin O Reason: I am the author of this document Location: Date: 2024.01.31 08:20:30 -05'00' Font PDF Editor Version: 12.1.2</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jasmin.gauthier2@sac-isc.gc.ca	Date 2024-01-25	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?				
			<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui	
16. Procurement Officer / Agent d'approvisionnement				
Name (print) - Nom (en lettres moulées) Jean Damascene Gasake		Title - Titre Senior Procurement Expert	Signature jeandamascene <small>Digitally signed by gasake, jeandamascene Date: 2024.01.30 15:20:44 -05'00'</small>	
Telephone No. - N° de téléphone 873-354-5730	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel JeanDamascene.Gasake@sac-isc.gc.ca	Date	
17. Contracting Security Authority / Autorité contractante en matière de sécurité				
Name (print) - Nom (en lettres moulées) Jacques Saumur		Title - Titre Quality Assurance Officer	Signature Saumur, Jacques O <small>Digitally signed by Saumur, Jacques O Date: 2019.10.30 08:15:36 -04'00'</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jacques.saumur@tpsgc-pwgs.gc.ca	Date	



ANNEX "D": TASK AUTHORIZATION FORM PWGSC 572



Task Authorization
Autorisation de tâche

Contract Number - Numéro du contrat _____

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>



Annex
Annexe _____

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

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

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

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

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

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

Signature Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature Date

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

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

Signature Date