



Request for proposal (RFP) under Competitive Method 2 against the Temporary Help Services (THS) for the National Capital Region (NCR) method of supply

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PART A: General information

This requirement is issued by the following department: Department of National Defence (DND)

The RFP reference number for this solicitation is: S4897736

The terms and conditions set out in [Supply Arrangement EN578-172870](#) between the SA holder and Canada, as represented by the Minister of Public Works and Government Services Canada (PWGSC), are hereby incorporated into this document. The SA holder offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the services listed herein and on any attached sheets at the price(s) set out therefore. Responses to a RFP by an SA holder will be considered as an offer to sell.

[2003, Standard Instructions - Goods or Services - Competitive Requirements](#) (Latest version available in the Standard Acquisition Clauses and Conditions (SACC) Manual at bid closing - [Buyandsell.gc.ca](#)) are incorporated into this document by reference.

1. Invitation to bid

Department of National Defence (DND) has a requirement for work that falls under the THS for the NCR supply arrangement. This requirement is open to the following THS for the NCR supply arrangement holders:

9149481 Canada Inc.
Advanced Chippewa Technologies Inc.
Altis Recruitment & Technology Inc.
Cistel Technology Inc.
Contract Community Inc.
CSI Consulting Inc.
IDEV Solutions Inc.
iFathom Corporation
Maverin Inc.
MDOS CONSULTING INC.
Procom Consultants Group Ltd.
SoftSim Technologies Inc.
SYSTEMATIX SOLUTIONS TI INC/SYSTEMATIX IT SOLUTIONS INC
T.E.S. Contract Services INC.
TANGO - SOLUTIONS RH INC.

The name and coordinates of the contracting authority can be found in Part D: Resulting contract clauses.

2. Bid response due date and time

Responses to this solicitation are to be sent by email to the following email address: CFSGO-GTemporaryHelp-GSFCO-Gdaidetemporaire@forces.gc.ca

Responses must be sent no later than the following date : 17 April 2024
Responses must be sent no later than the following time : 4:00PM ET

Bidders must direct all enquiries to the email address above. A “Bidder’s response form” is included in Part E of this document.

PART B: Requirement

1. Statement of work

The work to be undertaken is indicated below and in the Statement of Work at Annex A in Part D.

2. Estimated contract period

The estimated contract period will be from **22 April 2024 to 21 March 2025**
 The contract length will be for **48 weeks.**

3. Resource or resources required

The following table is to identify to the bidder what the requirement is by providing the service category or categories, their level of expertise, the number of resources required, their need to be bilingual or not, number of references, Interview required or not and the estimated number of hours per resource.

Resource(s) required

Resource reference number	Category of resource	Level of expertise	Number of resources required	Must the resource be bilingual(Y/N)	Number of References***	Interview Required (Y/N)
R1	5.1 - Computer Application Support	Senior	1	No	2	Yes

Estimated number of hours per resource	Maximum number of resumes accepted under this requirement
1732.5	3

***Please provide references who can validate that the information submitted in response to the solicitation is accurate.

The following table is to identify to the supplier what is the language proficiency needed from the resource.

Language (English Essential, French Essential or Bilingual)	Oral	Comprehension	Written
English Essential	Advanced	Advanced	Advanced

4. Work location

Mainly work from home, occasionally at Carling Campus, 60 Moodie Drive, Ottawa, ON

5. Travel requirements

Is there a travel requirement?

No

6. Security requirement

6.1 Before award of a contract, the following conditions must be met:

- (a) the bidder must hold a valid organization security clearance as indicated in Annex C;
- (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 Annex C;
- (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 Annex C, if a document safeguarding requirement is indicated;
- (e) the bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding, if a document safeguarding requirement is indicated;

6.2 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.

6.3 For additional information on security requirements, bidders should refer to the [Contract Security Program](#).

7. Use of individual protective equipment and Occupational Health and Safety (OHS) guideline(s)

7.1 The following individual protective piece(s) of equipment is/are required while working on site:

- Face covering mask

It is the Bidder's responsibility to include the cost associated with the provision of personal protective equipment for its resources in their all-inclusive hourly rates for the duration of the contract.

PART C: Basis of selection

1. Basis of selection method

Lowest price responsive

To be declared responsive, a bid must:

- i. comply with all the requirements of the RFP,
- ii. meet all minimum mandatory criteria for the THS category/ies identified in Part B; and,
- iii. meet all additional mandatory criteria included below, if any are identified

Bids not meeting (i) or (ii) or (iii) will be declared non-responsive. [Minimum mandatory criteria](#) for THS categories can be found on the [THS for the NCR website](#).

The bidder must clearly demonstrate how they meet each mandatory criteria. Bidders are advised that only listing experience without providing any supporting information or reusing the same wording as the RFP, will not be considered “demonstrated” for the purpose of this evaluation.

For each resume submitted, the bidder must ensure that:

- the proposed individual's name is clearly indicated
- the resume clearly states where, when and how the stated qualifications/experience of the individual were acquired, including contact information of a reference that can confirm the information provided
- the resume clearly demonstrates duties and relevance to the requirements

Furthermore, bidders are also advised that the month(s) of experience listed for a project whose timeframe overlaps that of another referenced project, will only be counted once.

If requested by the Contracting Authority, the Bidder must provide references for Canada to validate the information in the proposed resource résumé.

Canada retains the right to conduct interviews with the resource to confirm submitted information and assess availability.

In the event that the provided information is found to be invalid, Canada reserves the right to declare the bid non-compliant.

The responsive bid with the lowest total evaluated price will be selected for award of a contract.

Additional mandatory criteria:

Number	Additional mandatory criteria	Cross reference to proposal <i>[bidder to insert]</i>
M1	The bidder should clearly demonstrate the proposed resource, holds a degree in one of the following fields: Science (Computer, programing), or Engineering (software, systems)	<i>bidder to insert</i>
M2	The bidder should clearly demonstrate the proposed resource holds a certification in TOGAF® 9 Certified	<i>bidder to insert</i>
M3	The bidder should clearly demonstrate the proposed resource holds a certification in Databricks Accredited	

M4	The bidder should clearly demonstrate the proposed resource holds a certification in Databricks Certified Data Engineer Associate	<i>bidder to insert</i>
M5	The bidder should clearly demonstrate the proposed resource holds a certification in Databricks Certified Associate Developer for Apache Spark 3.0	<i>bidder to insert</i>
M6	The bidder should clearly demonstrate the proposed resource holds a certification in HDP Certified Developer - Certified Badge	<i>bidder to insert</i>
M7	The bidder should clearly demonstrate the proposed resource holds a certification in Microsoft Certified: Azure Data Engineer Associate	<i>bidder to insert</i>
M8	The bidder should clearly demonstrate the proposed resource holds a certification in Microsoft Certified DAT201x: Querying with Transact-SQL	<i>bidder to insert</i>
M9	<p>The bidder should demonstrate the proposed resource, has a minimum of eight (8) years' experience in architecting advanced data analytics solutions on cloud platforms, with a minimum of five (5) years' leading enterprise-grade data implementation projects. Please indicate a minimum of 3 projects and provide the below information for each.</p> <p>For each project referenced, at minimum the following information must be provided:</p> <ol style="list-style-type: none"> 1. Name and description of client organization and relevant experience 2. Timeframe (from-to dates month/year) 3. Description of the roles and responsibilities 4. Detailed example(s) demonstrating the relevant experience; and 5. References* (Name, Title, phone number and email address) <p>* Reference checks will only be conducted to confirm the information provided, such as task types, completion verification, and adherence to timeline.</p> <p>*An "Enterprise-grade" project refers to a complex, large-scale initiative that encompasses multiple departments or</p>	<i>bidder to insert</i>

	locations within an organization, requiring sophisticated, custom solutions and robust infrastructure to manage high volumes of data, transactions, and diverse functional units, all while maintaining operational efficiency and driving information
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Security Requirement:**

Number	Security Requirement as per the SRCL Form in Annex C	Comments
1	The bidder must hold a valid Secret organization security clearance as indicated in Annex C.	<i>Fill out the Security Clearance Form attached</i>

****While we do accept pending security clearance / pending registered controlled goods program certificate as per Section 6.1 in Part B, the Contracting Authority may deem a bid non-responsive if failing to meet the security requirement in time for the proposed start date.**

2. In the case of an identical resource or identical resources proposed by more than one bidder

Following validation of the consent or proof of employment, if the successful bidder’s proposed resource withdraws or becomes unable to provide the services before the contract award, the resource can no longer be considered from any other bidder who offered that same resource for the performance of the resulting contract.

3. Replacement of a resource prior to contract award

If the successful bidder’s proposed resource recommended for the contract award withdraws and/or becomes unable to provide its services for the performance of the contract, at any time between the closing date and time of the RFP and the award of the contract, the bidder must immediately inform the contracting authority of the reason for the replacement.

If the contracting authority opts to allow for a replacement instead of progressing to the next compliant bidder, the successful bidder is required to propose, at the same hourly rate specified in its bid, a replacement who must:

- 1- Meet all mandatory requirements outlined in the RFP;
- 2- Obtain, at minimum, the same score under the point-rated criteria, if applicable;
- 3- Holds, at minimum, the same qualifications and experiences of the originally proposed resource.

Upon request by the contracting authority and within the time allowed (minimum of one business day), the bidder must provide the necessary information to allow assessment of the replacement, including but not limited to, its name, qualifications and experience. Failure to respond to the request will result in the bid being declared non-responsive.

4. Bid challenge and recourse mechanisms

Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

Bidders should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Bidders should therefore act quickly when they want to challenge any aspect of the procurement process.

PART D: Resulting contract clauses

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

1.0 Statement of work

The contractor must perform the work in accordance with the Statement of work at Annex A.

2.0 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 issued by Public Services and Procurement Canada (PSPC).

2.1 General conditions

2010B (Latest version available in the SACC Manual Clause at bid closing - [Buyandsell.gc.ca](#)) General conditions: Professional services (medium complexity) apply to and form part of the contract.

3.0 THS resulting contract clauses

The resulting contract clauses enumerated in the contractor's THS for the NCR [Supply Arrangement](#) apply to and form part of the contract.

4.0 Security requirement

Security requirement for Canadian supplier: Public Works and Government Services Canada (PWGSC) file # S4897736 Common-professional services security requirement check list #19

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid facility security clearance at the level of **secret**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to **protected/classified** information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of **reliability status or secret** as required, granted or approved by the CSP, PWGSC
3. The contractor/offeror **must not** remove any **protected/classified** information from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction
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)

4.1 Use of individual protective equipment and Occupational Health and Safety (OHS) guideline(s)

The Contractor warrants that its resources will follow at all times the OHS guidelines in force in the workplace during the contract period. Canada reserves the right to modify the OHS guideline, if required, to include any future recommendations proposed by the Public Health Agencies.

5.0 Term of contract

5.1 Period of contract

[To be inserted at contract award]

5.2 Maximum duration of contracts

A contract awarded under the THS for the NCR supply arrangement must not exceed 48 consecutive weeks including all absences.

6.0 Authorities

6.1 Contracting authority

The contracting authority for the contract is:

[To be inserted at contract award]

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

6.2 Technical authority

The technical authority for the contract is:

[To be inserted at contract award]

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

6.3 Contractor's representative

[To be inserted at contract award]

7.0 Proactive disclosure of contracts with former public servants

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

8.0 Payment

8.1 Basis of payment

The contractor will be paid for the actual hours worked at the firm hourly rates in Annex B: Basis of payment. The contractor will be paid an initial half hour minimum charge calculated from the time the contractor's employee arrives on-site. Customs duties are included and applicable taxes are extra.

8.1.1 Travel and living expenses

Canada will not accept any travel and living expenses incurred by the contractor in the performance of the work, for:

- (i) services provided within the National Capital Region (NCR). The National Capital Region (NCR) is defined in the *National Capital Act (Revised Statutes of Canada)*,

1985, c.N-4, S.2. The *National Capital Act* is available on the Justice website:
<https://laws.justice.gc.ca/eng/acts/N-4/>

- (ii) any travel between the contractor's place of business and the NCR.

8.2 Method of 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:

- an accurate and complete invoice and any other documents required by the contract have been submitted in accordance with the invoicing instructions provided at 8.2.1 below;
- all such documents have been verified by Canada;
- the work performed has been accepted by Canada.

8.3 Auditing

Canada reserves the right to recover amounts and make adjustments to amounts payable to the Contractor where an examination of the Contractor's records has identified amounts allocated to the Contract that are not in accordance with the Contract terms.

Where the results of an examination indicate that an overpayment by Canada has occurred, such overpayment is due and payable on the date indicated in the notice of overpayment.

9.0 Certifications compliance

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

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

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

10.0 Applicable laws

The contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. *[May be revised by contractor before contract award]*

11.0 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.

1. The Articles of Agreement
2. the THS for the NCR supply arrangement (SA) [resulting contract clauses](#)
3. 2010B (Latest version available in the SACC Manual Clause at bid closing - [Buyandsell.gc.ca](#)), General conditions: Professional services (medium complexity)
4. Annex A: Statement of work
5. Annex B: Basis of payment
6. the Security requirements check list at Annex C (if applicable)
7. the contractor's bid dated _____ *[To be inserted at contract award]*

12.0 Discretionary audit - non-commercial goods and/or services

The estimated amount of profit included in the contractor's price or rate certification is subject to audit by Canada, before or after payment is made to the contractor under the conditions of the contract. The purpose of the audit would be to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the contractor on a series of negotiated firm price and fixed-time rate contracts performed during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).

If the audit demonstrates that the actual profit is not reasonable and justifiable, as defined above, the contractor must repay Canada the amount found to be in excess.

13.0 Foreign nationals (Canadian contractor)

The contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the contract. If the contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

14.0 Dispute resolution

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

15.0 Insurance

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

16.0 Defence Production Act

SACC Manual clause A9006C (Latest version available in the SACC Manual Clause at bid closing - Buyandsell.gc.ca), Defence Contract

ANNEX A – Statement of Work

1. Scope

The Chief Combat Systems Integration (CCSI) requires on a temporary basis one (1) experienced Senior Level individual with SECRET clearance to support the Canadian Armed Forces (CAF) and Department of Defence (DND) in achieving digital transformation goals.

1.1. Objective

The Department of National Defence – CCSI – requires the temporary services of a Senior Level individual to assist in developing and implementing a comprehensive data platform utilizing Microsoft Fabric and with attention to Azure Data.

1.2. Background

CCSI requires a data platform that serves as a foundational component for data-driven capabilities aimed at supporting digital transformation efforts. The implementation of MS Fabric enables the CAF to facilitate advanced analytics, machine learning, and AI support for CCSI on a large scale. The project entails integrating diverse data sources, ensuring efficient data processing and management, and establishing a robust and scalable infrastructure. To achieve this goal within the timeframe required, an additional, experienced Senior Level resource is temporarily required.

2. Requirement

2.1. Scope of work

The Computer Application Support Specialist will need to execute deliverables within a tight timeframe encompassing a fully operational data platform, documentation outlining system architecture, and staff training on platform management. This initiative leverages existing DND cloud environments such as Defence 365 (D365). The temporary Computer Application Support Specialist as part of “Stream # 5 Computer Services, Computer Application Support” will provide the Department of National Defence with temporary services of a Senior Level individual with significant experience in working with MS DevOps tools and best practices for Azure Data.

2.2. Travel and Overtime costs

There are no travel or overtime costs associated with this contract.

2.3. Tasks

For the identified tasks below – the 5.1 Computer Application Support Specialist will provide temporary and urgent individual or team-based support and training regarding all aspects of MS DevOps tools, Azure Data, and best practices;

- Design and implement data pipelines for data ingestion from diverse sources into cloud-based storage solutions.
- Utilize big data processing tools for tasks such as data transformation and machine learning applications.
- Develop and manage data warehousing solutions to store and analyze large datasets effectively.
- Create efficient processes for data integration and transformation, including ETL or ELT methodologies.
- Design and manage scalable solutions for storing structured and unstructured data.
- Perform complex querying and data exploration tasks using appropriate tools.
- Implement real-time analytics on streaming data for timely insights.
- Develop data models and schema designs to support analytics and reporting requirements.
- Implement robust security measures and access controls to protect data integrity.
- Regularly optimize databases, data warehouses, and data processing jobs for improved performance.
- Automate recurring data workflows to streamline operations and reduce manual efforts.
- Monitor data platforms and pipelines for performance issues and troubleshoot as needed.

- Ensure compliance with data governance policies and standards.
- Collaborate closely with business teams to understand and address their data-related needs effectively.

2.4 Constraints

Constraints will include the following:

- a) Language proficiency: The language proficiency is English Essential (advanced), for reading, writing and comprehension in English.
- b) Security Clearance and Controlled Goods: The requested resource must be cleared at the SECRET Level. The contractor or subcontractor will not have access to controlled goods for this project but may have access to Protected B information. It is the responsibility of the contractor to have an approved Visit Clearance Request (VCR) prior to the start of work. The Security Requirement Checklist (SRCL) is attached.
- c) Location of Work: The work will be performed off site (work from home). If/when required, on DND premises in the National Capital Region (NCR). The Project Authority will provide on-site facilities if and when required. The resource must be available to work between the hours of 08:30 to 17:00, Monday to Friday, where the resource will be in contact with DND/CAF personnel on a regular basis virtually (or in person), as required.

ANNEX B – Basis of payment

The rates of the successful bidder will be incorporated at the time of contract award.

ANNEX C – Security requirements check list

COMMON-PS-SRCL#19



Contract Number / Numéro du contrat S4897736
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 Department of National Defence	2. Branch or Directorate / Direction générale ou Direction CCSI
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 The Computer Application Support Specialist will need to execute deliverables within a tight timeframe encompassing a fully operational data platform, documentation outlining system architecture, and staff training on platform management. This initiative leverages existing DND cloud environments such as Defence 365 (D365). The temporary Computer Application Support Specialist as part of "Stream # 5 Computer Services, Computer Application Support" will provide the Department of National Defence with temporary services of a Senior Level individual with significant experience in working with MS DevOps tools and best practices for Azure Data.	
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"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
	SECRET SECRET <input type="checkbox"/>
	TOP SECRET TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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COMMON-PS-SRCL#19



Contract Number / Numéro du contrat S4897736
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / 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 checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux :		

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

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

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Security Classification / Classification de sécurité UNCLASSIFIED
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UNCLASSIFIED

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

COMMON-PS-SRCL#19



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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) Leah Friesen		Title - Titre Commander	Signature FRIESEN, LEAH 062 <small>Digitally signed by FRIESEN, LEAH 062 Date: 2024.03.26 14:01:23 -0400'</small>
Telephone No. - N° de téléphone 613-203-0018	Facsimile No. - N° de télécopieur 613-998-4447	E-mail address - Adresse courriel leah.friesen@foroes.gc.ca	Date 22/03/2024
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic		Title - Titre Senior security analyst	Signature MEDJOVIC SASHA 234 <small>Digitally signed by MEDJOVIC, SASHA 234 DN: cn=CA, o=GC, ou=OPS-MEM, ou=PROCESSE, ou=OPS, cn=MEDJOVIC, SASHA 234 Reason: I am the author of this document Date: 2024.04.04 15:42:04-0500' Fossil PGP Public Key: 10 5 1</small>
Telephone No. - N° de téléphone 613-998-0288	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sasa.medjovic@foroes.gc.ca	Date
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 <input type="checkbox"/> Non / <input type="checkbox"/> Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) J.A. Klemen		Title - Titre Director	Signature KLEMEM, JOSHUA 118 <small>Digitally signed by KLEMEM, JOSHUA 118 DN: cn=CA, o=GC, ou=OPS-MEM, ou=PROCESSE, ou=OPS, cn=KLEMEM, JOSHUA 118 Reason: I am the author of this document Date: 2024.03.26 08:00:11-0500' Fossil PGP Public Key: 10 5 1</small>
Telephone No. - N° de téléphone 613-901-7352	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel josh.klemen@foroes.gc.ca	Date 2024-03-26
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 0 <small>Digitally signed by Saumur, Jacques 0 Date: 2019.10.30 08:26:37 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jacques.saumur@tpsgc-pwgsc.gc.ca	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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PART E: Bidder response form

In addition to providing a completed version of this form, it is the Bidder's responsibility to include all relevant information required to meet all RFP requirements and evaluation criteria.

Bidder information:

Legal name of bidder: _____

Procurement Business Number (PBN) of bidder: _____

Bidder's representative:

Name and title of person authorized to sign on behalf of the bidder:

Name of authorized bidder representative: _____

Telephone no. of authorized bidder representative: _____

Email address of authorized bidder representative: _____

The bidder:

Is submitting a bid in response to this RFP: **YES** ____ **NO** ____

Proposed resource(s) pricing

Resource ref number / Name of resource	Category & level of expertise	Required personnel security screening	Bilingual (Y/N)	Firm hourly rate*	Estimated total hours	Total estimated cost (GST/HST excluded)
	5.1 – Computer Application Support – Senior	Secret	No	\$	1732.5	\$
Sub-total:						\$
Applicable taxes:						\$
Total bid price:						\$

*The hourly rate for the proposed resource must remain the same in the event that the bidder submits more than 1 resume for a specific category.

Certifications precedent to contract award

The certifications set out below are to be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the contracting authority will so inform the bidder and provide the bidder with a time frame within which to meet the requirement.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The contracting authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the contracting authority for additional information will also render the bid non-responsive.

a) Integrity Provisions – required documentation

By submitting a bid, the bidder certifies that the bidder and its Affiliates are in compliance with the provisions as stated in [Section 01 Integrity Provisions – Bid of Standard Instructions – Foods or Services – Competitive Requirements](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

Pursuant to section 01 of Standard Instructions 2003, bidders who are incorporated or a sole proprietorship, including those bidding as a joint venture, must submit a complete list of names of all individuals who are currently directors of the bidder, or the name of the owner, as applicable. Bidders bidding as societies, firms or partnerships do not need to provide a list of names. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete Consent to a Criminal Record Verification form and provide associated information. Consult sections [4.21. Integrity Provisions](#), [5.16. Integrity Compliant](#), and [8.70.2. Compliance with the Integrity Provisions](#) of the Supply Manual.

b) Federal Contractors Program for Employment Equity - bid certification

By submitting a bid, the bidder certifies that the bidder, and any of the bidder's members if the bidder is a joint venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

c) Price certification

The bidder must provide, on Canada's request, one or more of the following price support, if applicable:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or
- e. any other supporting documentation as requested by Canada.

d) Consent and replacement of resource

The bidder must provide a written/electronic consent signed by the proposed resource or resources before the closing date and time of this RFP. In cases where the proposed resource is a full time employee of the bidder, a proof of employment signed by an authorized representative of the bidder, such as Chief Financial Officer or Human Resource Director must be provided.

To be considered valid, the written/electronic consent or proof of employment must have been obtained/signed during the solicitation period and reference the solicitation number. It must also include a statement confirming the availability of the resource for the performance of the contract during the period mentioned in the RFP. Failure to provide the proper documentation will result in the bid being declared non-responsive.

By providing either a written/electronic consent or proof of employment, the bidder certifies that the information included on the consent or proof of employment for the proposed resource, for this requirement, is true and accurate.

e) Former public servants (FPS) in receipt of a pension

As per the definition provided under SACC Manual clause [A3025T -Former Public Servant - Competitive](#) (2020-05-04) 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. the name of former public servant
- b. the 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 of the Treasury Board Secretariat of Canada](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

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

By submitting a bid, the bidder confirms they understand and acknowledge the above terms and conditions.

Person authorized to sign on behalf of the bidder or the Firm (print name):

Name: _____ **Title:** _____

Signature: _____ **Date:** _____