



**RETURN BIDS TO:
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**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Department of Foreign Affairs Trade and Development.

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

Proposition aux: Ministère des Affaires étrangères, commerce et développement

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

Comments - Commentaires

Issuing Office – Bureau de distribution

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

Title / Titre Field Support Services Project (FSSP) – Ukraine Projet de services d'appui sur le terrain (PSAT) – Ukraine		Date Mai 10, 2024
Amendment 1 - May 28, 2024 Solicitation No. / N° de l'invitation 23-223666		
Client Reference No. / No. de référence du client(e) 23-223666		
Solicitation Closes / L'invitation prend fin At / à : 02:00 P.M. / 14H00 EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) On / le : <u>June 19, 2024 / 19 juin 2024</u>		
F.O.B. / F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Destination of Goods and Services / Destinations des biens et services Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD)		
Address Inquiries to : / Adresser toute demande de renseignements à : Senior Procurement Management Services Officer Development Contracting and Management Services (SPBC) Email / Courriel: Henri.Thibault@international.gc.ca		
Delivery Required / Livraison exigée See herein — Voir en ceci	Delivery Offered / Livraison proposée	
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur		
Telephone No. / No. de téléphone	Facsimile No. / No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Trade Agreements

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

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

Delete: 60 days
Insert: **180 days**

2.2 Submission of Bids

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

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

2.2.1 Technical Difficulties of Bid Transmission

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

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

2.2.2 Completeness of the Bid

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

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

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.



3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

2.3 Enquiries - 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.

2.4 Applicable Laws

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

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

2.5 Bid Challenge and Recourse Mechanisms

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

Important Note:

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

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

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

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

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

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

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

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



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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

3.1.2 Exchange Rate Fluctuation

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

3.1.3 SACC Manual Clauses

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Scoring

A. Calculation of the evaluated bid price

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

- I. The Professional Services Categories firm daily fees proposed for the initial contract period, year 1 and year 2, and the Professional Services Categories firm daily fees offered for optional periods 3rd, 4th & 5th years, will be added together.
- II. The result obtained in I. above will be added with the subtotals for Technical Specialist(s) / Sub-contractor(s), Local Development Initiatives – Reimbursable Expenditures & Travel & Living Expenses. This will provide the evaluated price of the bid.

Technical Evaluation

4.1.2 Point Rated Technical Criteria

Refer to Annex "D" - Evaluation Criterion

4.2 Basis of Selection

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of **114 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **190 points**.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **70%** for the technical merit and **30%** for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained divided by the maximum number of points available multiplied by the ratio of **70%**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **30%**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



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

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



PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions – Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, if **applicable**, the 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.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](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 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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



5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources [A3005T](#) (2010-08-16)

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

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

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience
SACC Manual clause [A3015C](#) (2014-06-26) Certifications - Contract

5.2.3.3 List of Names for Integrity Verification Form

Bidders must complete the Personnel Identification Form found in Attachment 1 to Part 5.

5.2.3.4 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.2.3.5 Supplementary Contractor Information

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

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

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



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

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

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

5.2.4 Former Public Servant

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

Definitions

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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



Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

5.2.5 Language Requirement(s)

The Bidder certifies that the proposed resources possess reading, oral interaction and writing proficiency in **English** and **Ukrainian** as follows:

The FSSP Project Manager must possess advanced proficiency in **English** and intermediate proficiency in **Ukrainian**.

The FSSP Financial and Administrative Resource must possess intermediate proficiency in **English** and advanced proficiency in **Ukrainian**.

The FSSP Coordination and logistics resource must possess intermediate proficiency in **English** and advanced proficiency in **Ukrainian**.

ADVANCED PROFICIENCY

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

Advanced Reading Proficiency:

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

Advanced Oral Interaction Proficiency:

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

Advanced Writing Proficiency:

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

AND

INTERMEDIATE PROFICIENCY

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

Intermediate Reading Proficiency:



Ability to grasp the main idea of most work-related texts; ability to identify specific details; and ability to distinguish main from subsidiary ideas.

Intermediate Oral Interaction Proficiency:

Ability to sustain a conversation on concrete topics, give straightforward instruction and provide factual description and explanations; ability to report on actions taken; ability to understand and express hypothetical and conditional ideas.

Intermediate Writing Proficiency:

Ability to write short descriptive or factual texts; ability to deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary; ability to communicate the basic information, but the text will require some corrections in grammar and vocabulary as well as revision for style.

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

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

Signature

Print Name of Signatory



ATTACHMENT 1 TO PART 5 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

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

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

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

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



PART 6 - RESULTING CONTRACT CLAUSES

6.0 DEFINITIONS

In the Contract, unless the context otherwise requires:

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

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

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

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

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

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

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

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

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

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

"Parties" means all of them;

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

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

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

Delete this title and the following sentence at contract award

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



6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.1.2 Security Measures

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

6.1.3 Subcontractors

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

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

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

6.3.1 General Conditions

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



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

Invoice submission

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

6.3.2 Supplemental General Conditions

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

Subcontracts

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

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



Suspension of the work

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) 24 or "Default by the Contractor" or 25 "termination for convenience" of general conditions 2010B (2022-12-01).
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

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

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the initial 2-year Contract by up to 3 additional one-year period(s) under the same conditions, for a **total of 5 years**. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Department: Foreign Affairs, Trade and Development Canada

Directorate: Development Contracting and Management Services - SPBC

Address: _____

Telephone: ____ ____ _____

E-mail address: _____

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



6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____

 Telephone: _____
 E-mail address: _____

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

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____

 Telephone: _____
 E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment Cost Reimbursable: Limitation of expenditure

- I. The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex "B", to a limitation of expenditure of *(to be completed at contract award)*. Customs duties are subject to exemption and Applicable Taxes are extra.
- II. This financing includes the amount for the initial contract period and the following three optional one-year periods, in accordance with provision 6.4.1 Period of the Contract and the applicable provisions of the basis of payment.
- III. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:



- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

A. Professional Services – Firm Daily Rates

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

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

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

B. Authorized Travel, Transportation and Living Expenses

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

All travel must have the prior authorization of the Technical Authority

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

All payments are subject to government audit.

Authorized Travel, Transportation and living expenses
Limitation of Expenditure: \$ 275,000.00 CAN

C. Technical Specialists / Sub-Contractors

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

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

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

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



Technical Services
Limitation of Expenditure: \$ 2,000,000.00 CAN

D. Other Direct Costs – Transportation, accommodation for third parties

The Contractor will be reimbursed for the direct costs incurred for the transportation, accommodation and conference registration fees including Knowledge sharing event, if any (to attend a conference) for third parties identified by DFATD.

By third party we mean participants who do not receive fees, remuneration or other forms of compensation through the budget of this contract.

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

Transportation, accommodation for third parties
Limitation of Expenditure for Other Direct Costs (Without mark-up): \$ 500,000.00 CAN

6.7.2 Methods of Payment

6.7.2.1 Monthly Payment

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

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

6.7.3 SACC Manual Clauses

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

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

6.7.5 Electronic Payment of Invoices – Contract

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

- i. Direct Deposit (Domestic and International).

6.8 Invoicing Instructions

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

Each invoice must be supported by:

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



6.9 Certifications and Additional Information

6.9.1 Compliance

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

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

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

6.9.3 SACC Manual Clauses

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

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

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

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



6.13 Basis for Canada's Ownership of Intellectual Property

6.13.1. All intellectual property rights vest with the Contractor.

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

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

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

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

6.14 Dispute Resolution

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

6.15 Public Recognition

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

6.15.2 The Contractor must plan for, and report on its public recognition activities in accordance with the reporting requirements of the Contract. The Contractor must supply DFATD with a copy of any written or electronic material acknowledging DFATD's support or information on its public recognition activities. DFATD may provide content and input into any supporting communication material.

6.15.3 The Contractor must provide at least fifteen (15) days advance notice to DFATD, unless otherwise agreed upon, of any planned initial public announcement of Canada's support. Prior to the initial announcement or until such time that DFATD publishes the Project in the public domain, communications activities must be limited to routine communications associated with Project implementation. DFATD will have the right to make the initial public announcement or participate in any official ceremony, public event or announcement made by the Contractor.



- 6.15.4** All public materials issued jointly by DFATD and the Contractor must be judged acceptable by both Parties and will be made available in both English and French.
- 6.15.5** After consultation, DFATD or the Contractor may request to cease all public recognition activities inter alia for security, programming or other compelling reasons. DFATD and the Contractor will consult each other to determine when the public recognition activities may resume.

6.16 Environmental Considerations

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

a) Paper consumption:

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

b) Travel requirements:

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



ANNEX "A" - STATEMENT OF WORK

List of acronyms

AWP	Annual Work Plan
CAD	Canadian Dollar
DFATD	Department of Foreign Affairs, Trade and Development
FIAP	Feminist International Assistance Policy
FSS	Field Support Services
FSSP	Field Support Services Project
GAC	Global Affairs Canada
GE	Gender Equality
IWP	Initial Work Plan
LM	Logic Model
NGO	Nongovernmental Organization
OPM	Operating Procedures Manual
PSOPs	Peace and Stabilization Operations Program
RBM	Results-Based Management
SDG	Sustainable Development Goal
SGBV	Sexual and Gender-Based Violence
SOW	Statement of Work
TA	Technical Authority



1. Title

Field Support Services Project (FSSP) Ukraine

2. Objective

To ensure the effectiveness, efficiency, quality and relevance of Canada's international assistance in responding to development challenges, needs and priorities, officials responsible for Canadian international assistance require access to local technical expertise and knowledge, along with supplementary administrative and logistical support. The Department of Foreign Affairs, Trade and Development (DFATD), also known as Global Affairs Canada (GAC), has created the Field Support Services Project (FSSP) to provide the required technical, administrative and logistical services.

2.2 Canada's International Assistance Programming in Ukraine

Canada and Ukraine have enjoyed close bilateral relations since Canada became the first Western nation to recognize Ukraine's independence on December 2, 1991. Warm people-to-people ties are underpinned by a 1.35 million strong Ukrainian diaspora in Canada. Canada is represented in Ukraine by the Canadian Embassy in Kyiv and the Honorary Consulate of Canada in Lviv. DFATD plays a leading role in coordinating Canada's International Assistance to Ukraine.

Canada has supported Ukraine's development as a stable and prosperous country since 1991. Working with a full range of implementing partners in Ukraine, including local, Canadian and international NGOs as well as multilateral partners, Canada has supported Ukraine's reform efforts and priorities across a wide range of sectors with a particular focus historically on the agriculture sector, elections, judicial reform and municipal governance.

Between 2014 and 2021, Canada provided over CAD460 million in international assistance to Ukraine, including: over CAD250 million in bilateral development assistance projects aimed at advancing democracy, rule of law and sustainable economic growth; CAD133 million for peace, stabilization and human rights programming; and over CAD49 million in humanitarian assistance to help vulnerable people affected by the ongoing conflict in eastern Ukraine. **Appendix A** "Background on Canada's International Assistance Programming in Ukraine" gives a more detailed description of Canada's international assistance programming in Ukraine since 2014.

Since 2022, Canada has committed an additional CAD171.7 million in development assistance to support Ukraine's emerging needs in the face of Russia's illegal invasion. Canada has provided flexibility to development partners to allow them to rapidly shift project activities to address immediate needs, protect previous development gains, and mitigate the impact of the invasion on vulnerable populations.

Since January 2022, Canada has also committed CAD352.5 million in humanitarian assistance to address immediate needs on the ground. With this contribution, Canada's partners, including the United Nations, the Red Cross and other non-governmental organizations, are providing emergency health services, protection and support to displaced populations, as well as essential life-saving services, such as shelter, water and sanitation and food.

Since February 2022, Canada has scaled up its security and stabilization programming in Ukraine, with approximately CAD105 million in new and planned programming in Ukraine through the Peace and Stabilization Operations and the Weapons Threat Reduction programs, including demining efforts, explosive-ordnance risk education and disposal, advancing accountability and justice in Ukraine, and countering disinformation.

1. SCOPE OF WORK

2.1 General Scope of Work

The FSSP provides a range of services in support of the implementation of Canada's international assistance in Ukraine. The FSSP provides analysis and technical expertise, facilitates knowledge sharing and supports local research and knowledge building.



The Contractor is responsible for all aspects of the management and implementation of the FSSP. The Contractor must provide administrative, logistical and project coordination services in support of program delivery and policy dialogue, and inform sound, evidence-based planning, monitoring and reporting for international assistance programming in support of Canadian priorities, while enhancing visibility for Canadian programming. The FSSP ensures that programming is effective and coordinated while based on strong analysis incorporating a conflict-sensitive and human rights-based approach, with gender equality (GE) and the empowerment of women and girls at the core. The FSSP also strengthens Canada's position as a donor in the programming area by contributing to Canada's leadership in key areas, such as GE and the empowerment of women and girls, combatting sexual and gender-based violence (SGBV) and conflict-related sexual violence (CRSV), inclusive governance, growth that works for everyone, and overall contribution to the 2030 Sustainable Development Goals (SDG). Canada is now regarded globally as a leader in amplifying issues related to human rights and the well – being of women, girls and other vulnerable communities, thanks in large part to the Feminist International Assistance Policy (FIAP) which has become a broad, overarching policy framework for Canada's development assistance in Ukraine and elsewhere.

Given the importance of Canada's international assistance programming in Ukraine, an FSSP is necessary to analyze the complex, changing situation and to support monitoring of programs. Moreover, for effective program implementation it is critical to have access to technical specialists / sub-contractors who understand the local context and are well placed to conduct research, facilitate policy dialogue, and provide policy advice and technical assistance to program officials and to implementing partners as requested. It will broaden Canada's understanding of local development issues and inform the design of sound international assistance strategies.

2.2 Expected Outcomes

The objective of the FSSP is to improve the effectiveness of Canada's development results in the programming area, in accordance with the FIAP. The logic model at **Appendix B** breaks down the expected outcomes.

3. CONSTRAINTS

The FSSP will be implemented in territories within Ukraine where the political and military environment is tense and where it must respect international and local laws and regulations. Some services under the FSSP will be delivered in war-affected areas of Ukraine. The security situation could deteriorate suddenly due to ongoing Russian aggression. These are risks that the FSSP Contractor should anticipate and will have to mitigate.

4. RISK MITIGATION

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

The security environment due to the war in Ukraine demands that the nature and likelihood of the various risks, which could impact the project, be considered and managed carefully. The development and periodic update of a contingency plan is an important part of the project's risk management strategy. In addition, a conflict-sensitive approach as well as proactive and systematic risk planning should be integrated into all project activities. A risk management strategy is required as part of the Contractor's Annual Work Plan (AWP).

5. TASKS

5.1 Contractor's Tasks

The FSSP includes a range of activities in support of the effective implementation of the Ukraine program in its key spheres of action, especially GE, inclusive governance, agriculture, demining, humanitarian assistance, and support to the recovery and reconstruction of Ukraine's infrastructure.



The Contractor will be responsible for all aspects of the services of the FSSP's implementation and management. Tasks include:

- i. remaining informed of, and complying with, locally applicable laws, regulations, and practices, including those for local human resources management and its ability to operate in the programming area;
- ii. maintaining a comprehensive understanding of FSSP Ukraine programming, ensuring linkages that maximize both programming effectiveness and efficiency;
- iii. sourcing, and managing appropriate and qualified resources and technical specialists, as requested;
- iv. managing FSSP performance, including ensuring the quality of products, services and deliverables that meet pre-defined statements of work, annual work plans, and/or all other specifications. The Quality Assurance role of the Contractor relates to all activities, reports and deliverables, included in sub-contracts;
- v. maintaining accurate and detailed records, including invoices, time sheets, resource levels of efforts and ensuring that all supporting documents are maintained and provided to DFATD.

5.2 Resources Tasks

The Contractor must provide resource(s) for the following resource categories:

5.2.1 FSS Project Manager

Based full time in Ukraine, the tasks for the FSS Project Manager include, but are not limited to the following:

- i. providing advice on project matters to the Development Section at the Embassy of Canada in Kyiv, and DFATD;
- ii. aggregating sector-level learning to inform future technical assistance;
- iii. collaborating with DFATD, stakeholders and partners in support of assessing needs and setting priorities for technical specialists;
- iv. supporting policy dialogue and researching best practices across sectors through the services of technical specialists and local expertise to expand knowledge on local development issues and development strategies;
- v. sourcing qualified resources, including Technical Specialists / sub-contractors (as and when required)
- vi. preparing all FSSP documents including deliverables in Section **6.0 FSSP DELIVERABLES AND REPORTING**;
- vii. communicating on a weekly basis with the Development Section at the Embassy of Canada in Kyiv, DFATD Headquarters, Ukrainian government authorities, and other relevant project stakeholders;
- viii. developing and maintaining networks of key stakeholders (government, civil society, other donors, private sector);

5.2.2 FSSP Financial and Administrative Resource

Based full time in Ukraine, the tasks of the Financial and Administrative Resource include, but are not limited to the following:

- i. maintaining accurate records and supporting documents and invoices, including time sheets for every expenditure for submission to DFATD
- ii. making travel arrangements for technical specialists / Sub-Contractors;
- iii. providing advice or assistance in relation to local government documentation requirements, visa and work permit processes, and related services, such as arranging for security and accommodation.



5.2.3 FSS Project Coordinator (Logistical and Coordination services)

Based full-time in the Ukraine, the tasks of the FSS Project Coordinator include, but are not limited to the following:

- i. Recommend and coordinate subject matter specialists in support of partner or stakeholder lead policy dialogue and knowledge-sharing events, facilitating stakeholder coordination and promoting knowledge-sharing among projects;
- ii. assembling effective and user-friendly sector-level and/or program-level information;
- iii. providing advice, including travel advice for all requested tasking and technical expertise, including local government documentation requirements, visa and work permit processes, and related services, such as security, flights and accommodation;
- iv. assisting with travel and logistical arrangements for technical specialists / sub-contractors and other eligible recipients;
- v. administering the provision of logistical services, such as mission planning, as required by technical specialists/sub-contractors and resources;

6. CLIENT SUPPORT

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

7. FSSP DELIVERABLES AND REPORTING

Unless otherwise stated, the Contractor must prepare key project documents and submit them to the DFATD Technical Authority (TA) for review and approval in accordance with the timelines set out hereafter.

Following agreement of the Annual work Plan (AWP) by the TA, the Contractor must manage the FSSP in accordance with the AWP. Changes to the AWP may be required during the year. Such changes must be reflected in a revised AWP and agreed to by the TA. See below for the required content of the AWP and other reports.

The TA may request modifications to the draft plans and reports. If modifications are requested, unless otherwise specified in the notice by the TA, the Contractor must address the requested modifications to DFATD's satisfaction within a timeframe to be determined between DFATD and the contractor.

NOTE: Operational documents generated by the contractor, such as Operating Procedures Manual for use in its performance of tasks and delivery of services, are provided to the TA for information purposes and may be used for reference in meetings and consultations with the TA. They are not subject to review for comment or approval by DFATD nor can they be used to modify or amend the contract in any way.

7.1 Key Project Documents and Narrative Reports

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

Title	Description	Delivery Date
Initial Work Plan (IWP)	The IWP must include a summary of the kick-off meeting and Technical Specialists requested by DFATD for the initial period of the contract. At minimum, the IWP must include the following elements in alignment with DFATD defined activities: <ul style="list-style-type: none"> i. a list of the technical specialists anticipated during the year, determined by the TA, and discussed with the Contractor; 	IWP is due within sixty (60) calendar days following contract signature.



Title	Description	Delivery Date
	<ul style="list-style-type: none"> ii. Summary of the tasks assigned by DFATD 12 months from the date of contract award. 	
Annual Work Plan (AWP)	<p>The AWP is a summary of the Technical Specialists used, and their achievements for the previous year and serves as a basis for assessing project performance) and must include the following:</p> <ul style="list-style-type: none"> i. executive summary; ii. project context (which may change from year to year) for Ukraine; iii. risk management strategy; iv. a summary of the Technical Specialists used during the previous annual period and a summary of the outcomes achieved per Technical Specialist. 	February 28 th of each year
Semi-annual Reports	<p>The semi-annual narrative report (maximum 10 pages) provides progress on activities for the previous 6 months (April to September). It must include, but not be limited to:</p> <ul style="list-style-type: none"> i. executive summary; ii. report on key contract activities; iii. problems and difficulties encountered, if any, and remedial action taken or to be taken; iv. comments on risks encountered or new risks identified; v. summary of costs and results achieved by technical specialists; vi. annexes (list of key deliverables initiated or completed in the period). 	November 15 th of each year.
Annual Progress Report	<p>The annual progress report (maximum 20 pages) summarizes project activities and progress toward expected outcomes. It must include, but not be limited to:</p> <ul style="list-style-type: none"> i. executive summary; ii. coordination and networking activities and results; iii. problems and difficulties encountered, and remedial actions taken or to be taken; iv. management issues and results; v. comments and results on risk assessment and updated risk management strategy with a view to improve service strategies and delivery, as appropriate; vi. summary analysis of support provided by technical specialists / sub-contractors. 	May 15 th of each year
Final Report	<p>The final report provides information on program design, methodology and delivery, success factors, lessons learned.</p> <ul style="list-style-type: none"> i. Executive Summary ii. FSS Project Summary <ul style="list-style-type: none"> • project rationale and justification: identification of direct and indirect beneficiaries and clients; • governance structure; • brief project structure iii. Project Management—assessment of project management approaches (governance, work planning, logistics, reporting); 	By contract end date



Title	Description	Delivery Date
	<p>iv. Results Delivered—list of all technical specialists / sub-contractors, their tasking and summary of their results achieved</p> <p>v. Risk Management—appraisal of the validity of the original risk assessment, changes in risk and risk response strategies during the life of the project (including whether any risk events occurred and what strategies were implemented to address them) and the positive or negative impact on the performance of activities and delivery of services from the technical specialists / sub-contractors <i>vis-à-vis</i> overall project implementation</p> <p>vi. Lessons Learned and Recommendations—Project elements to be included such as, analysis of successes through: (a) demonstrated relevance of activities, (b) appropriateness of the selection of TS, (c) informed and timely remedial action taken during periods of elevated risk. (5 to 10 pages)</p>	

8. TRAVEL

8.1 Travel, Project Monitoring Visits and Meetings

Travel will be required outside of the Canadian National Capital Region (NCR). Most required travel will occur in Ukraine.

All travel must have the prior approval of the TA in writing.

All travel must be in accordance with the [National Joint Council \(NJC\) Travel Directive](#).

9. GOODS OR EQUIPMENT PROVIDED BY THE CONTRACTOR

9.1 Facilities, workplace and work equipment

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

9.2 Meetings

If the Contractor require office space or meetings space, it will be their sole responsibility to source and cover the associated fees. All meetings are encouraged to be held virtually. Should the Technical Authority request a meeting, it will either be held virtually or at a Government of Canada site, where appropriate security measures must be followed.

10. WORK LOCATION

The Ukraine FSSP activities take place in Ukraine. The DFATD Technical Authority will be located at the Embassy of Canada in Ukraine. The FSSP activities will take place throughout Ukraine.

11. TECHNICAL SPECIALISTS

A financial envelope (see Annex B – Basis of Payment) is reserved for the services of short, medium, and long-term Technical Specialists as requested by DFATD.

Technical Specialists are responsive and DFATD’s required expertise may change over the course of the contract, in alignment with Canada’s development assistance priorities; and will include, but will not necessarily be limited to: health and nutrition, education, gender equality, environmental sustainability, inclusive governance, humanitarian assistance, peace-building, conflict resolution, institutional capacity building, public financial management, private sector development, communications, and monitoring and evaluation.



APPENDIX A

Background on Canada's International Assistance Programming in Ukraine

Bilateral Development Assistance

Support to Ukraine is aligned with Canada's Feminist International Assistance Policy (FIAP) and focuses on four Action Areas: 1) Inclusive Governance; 2) Growth that Works for Everyone; 3) Gender Equality and the Empowerment of Women and Girls; and 4) Peace and Security.

Canada's Development Support to Ukraine during past year

1. Inclusive Governance

Canada provides a wide range of assistance to various governmental institutions and civil society to support the stability and functionality of the local, regional and national governments in Ukraine and engage civil society in addressing emerging needs.

Examples include:

- Support to the Cabinet of Ministers in establishing regulations and a database to protect and track children crossing the border, including institutionalized children and orphans.
- Support for government ministries to improve management of Ukraine's reform agenda, as well as incorporate results-based management and gender-based analysis approaches into policy development.
- Assistance to the National Agency on Corruption Prevention (NACP) by supporting e-platforms tracking assets of sanctioned parties and advocating for integrity in times of war.
- Support to local administrations and volunteers from collective shelters across Ukraine in conducting an inclusive data-collection study to constantly track the total number of internally displaced persons (IDPs) in Ukraine, highlight immediate needs and provide this data to the humanitarian and donor community to inform planning and logistics.
- Grants to grassroots civil society organizations across Ukraine in 21 oblasts and an NGO/Civic Activists Network with 6 civic activist hubs across Ukraine that have assisted with evacuations and emergency support.

2. Growth that Works for Everyone (GROWE)

Canada's international assistance in Ukraine prioritizes women's employment and economic well-being. Following the February 24th, 2022 Russian invasion, our implementing partners have pivoted and adapted their programming to continue supporting entrepreneurship, employment and economic livelihood opportunities for urban and rural women, including for vulnerable IDP women. Canada is also building the resilience of Ukraine's agriculture and agri-food sector by assisting small and medium-sized local farmers and agricultural co-operatives.

Examples include:

- Facilitating the development of employment and business skills, and market opportunities in the apparel manufacturing and garment industry for vulnerable IDP women.
- Facilitating the integration of IDPs into the economies of host communities, and support state employment centers and civil society organizations to provide employment-related services as well as skills and entrepreneurship training.
- Providing seed funding to women with micros and small-businesses in the services, agriculture and small manufacturing sectors.
- Support to dairy cooperatives by helping them procure forage, collect and process milk, and pay for salaries of coop dairy technicians to ensure quality and safety of dairy products.
- Enabling the completion of a cooperative-owned dairy processing plant, to support dairy cooperatives, coordinate milk collection, provide a safe and stable supply of milk, and a viable source of income for small-medium sized farmers.



- Support to Ukraine's Ministry of Agriculture, the Ministry for Communities and Territories Development and the Ministry of Culture and Information Policy in their work to plant Victory Gardens across Ukraine, to help mitigate the looming food security crisis and generate national unity.

3. Gender Equality and the Empowerment of Women and Girls

Canada implements various activities aimed at supporting, uplifting and protecting women and girls, who are at increased risk of sexual and gender-based violence, and whose sexual and reproductive health and rights are at risk, while also empowering women as agents of change.

Examples include:

- Distribution of over 550,000 information leaflets to support women and girls who are at high risk of human trafficking and gender-based violence and reached over 31,000 people via social media and news articles.
- Support to women and girls affected by sexual and gender-based violence (SGBV) through 12 mobile psychosocial support teams, and provision of SGBV training for service providers in safe spaces, crisis rooms and daycare operations, distributing dignity kits and supporting sexual and reproductive health (SRH) service delivery points across Ukraine.
- Provision of rapid sub-grants for civil society organizations, particularly women's rights organizations, to support advocacy for women's inclusion in peace negotiations and reconstruction discussions and providing supplies for sexual and reproductive health services.
- Assistance to the Government of Ukraine to counter human trafficking through a 'SafeWomen' website to provide information resources for women and children fleeing Ukraine.
- Equipping women with digital solutions to increase their access to information and supporting the nationwide advocacy campaign for women's leadership in humanitarian response

4. Peace and Security

Canada contributes to activities in support of projects enhancing peace and security in Ukraine at national, regional and local levels, as well as provides funding to international organizations working with Ukrainians who have suffered as a result of the illegal Russian invasion.

Examples include:

- Enhancing the Government of Ukraine's strategic communications, including efforts to combat disinformation.
- Provision of essential service delivery to war-affected populations, including medical, administrative, psychosocial services.
- Contribution to the multi-donor Partnership Fund for a Resilient Ukraine as a responsive mechanism to support central, regional and local governments, as well as civil society organizations to quickly respond to priority needs across Ukraine.

Response to the Russian invasion

In 2022, in response to Russia's invasion of Ukraine, Canada committed an additional CAD 96 million in development assistance funding to address emerging needs by:

- Providing a wide range of assistance to support the stability and functionality of local, regional and national governments in Ukraine.
- Providing financial and technical support to local farmers and agricultural co-operatives to increase farm productivity and revenue and enhance food security in Ukraine.
- Funding the construction of a cooperative-owned dairy processing plant to provide a safe and stable supply of dairy products, thereby strengthening the local economy;
- Provide agricultural storage solutions to small and medium-sized farmers in 20 oblasts, allowing them to safely store and safeguard their grains;



- Building the diagnostic capacity of the State Veterinary Administration to more effectively detect and monitor animal diseases, thereby strengthening their capacity to issue export certificates in line with EU standards;
- Working with the Government of Ukraine and local NGOs to widely disseminate information to increase awareness of the traps of human-trafficking schemes.
- Supporting the Ukrainian Government in developing a database to track and protect children crossing the border, including institutionalized children, orphans, and children with disabilities.
- Supporting the resilience of civil society organizations across Ukraine, who are integral to local mobilization in addressing urgent needs, combatting disinformation, and protecting gains in democratic and decentralization reforms.
- Providing basic food, shelter, medical and hygiene supplies to IDPs, especially women and children.

Humanitarian Assistance

Canada provided over CAD 49 million in humanitarian assistance funding to Ukraine between 2014 and 2021. Since January 2022, Canada has allocated CAD 320 million in humanitarian assistance to respond to the humanitarian crisis in Ukraine and neighbouring countries, providing emergency health and protection services and essentials such as shelter, water, sanitation and food. Canada's humanitarian support has helped humanitarian partners reach approximately 15.8 million people in need across Ukraine, provided over 12.2 million people with food assistance and 9.4 million with health-related support inside Ukraine. Canada also sent over 20 cargo flights delivering over 377,000 relief items (blankets, family tents, cots and mattresses) from Canada's stockpile.

Canada was the 4th largest single-country donor of the UN Ukraine appeal for 2022.

Security and Stabilization Program Assistance

The Peace and Stabilization Operations Program (PSOPs) is Canada's specialized platform that is supporting programming, expert-deployment, and analytical expertise to advance non-military efforts to help Ukraine win the war as well as the peace. PSOPs is providing over CAD 35 million this fiscal year in programming focused on enhancing Ukrainian resistance and non-military resistance in the face of Russian aggression.

Examples of PSOPs programming include:

- Support to security sector institutions and advancing Women, Peace and Security priorities: This line of effort includes support to the National Police of Ukraine, enabling the Ukrainian Ministry of Defence to pivot and plan in relation to the war, and advancing the implementation of Ukraine's National Action Plan on Women, Peace and Security.
- Advancing accountability for human rights violations, with a focus on CRSV and SGBV: PSOPs is supporting international initiatives and platforms (including the International Criminal Court and the UN Human Rights Monitoring Mission for Ukraine) as well as domestic efforts through Ukraine's criminal justice system. A particular focus is on capacity-building and technical support to enable survivor-centered approaches to cases of CRSV and SGBV.
- Mine action with a particular focus on support to Ukrainian government demining agencies: PSOPs is supporting community-level risk education, mapping of unexploded ordnance, and clearance of contamination and is ramping up support for Ukrainian government demining agencies, to provide equipment, training and mentoring through partners.
- Stabilization, including countering disinformation: PSOPs is focusing on enhancing the resilience of Ukrainian civil society organizations and local media and bolstering the capacity of Ukrainian government and civil society to counter Russian disinformation. PSOPs is also supporting strategic communications efforts to undermine the morale of Russian forces.



ANNEX “B” - BASIS of PAYMENT

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

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

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

Definition of a Day/Proration

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

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

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

INITIAL CONTRACT PERIOD – YEAR 1 and YEAR 2

TABLE 1

INITIAL CONTRACT PERIOD - YEAR 1				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
FSSP Manager			150	\$
FSSP Coordinator			150	\$
FSSP Financial & Administrative Officer			150	\$
YEAR 1 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$

TABLE 2

INITIAL CONTRACT PERIOD - YEAR 2



A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
FSSP Manager			150	\$
FSSP Coordinator			150	\$
FSSP Financial & Administrative Officer			150	\$
YEAR 2 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$

OPTIONAL PERIODS - YEAR 3, YEAR 4 and YEAR 5

TABLE 3

1 st OPTIONAL PERIOD - YEAR 3				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
FSSP Manager			150	\$
FSSP Coordinator			150	\$
FSSP Financial & Administrative Officer			150	\$
PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$

TABLE 4

2 nd OPTIONAL PERIOD - YEAR 4				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
FSSP Manager			150	\$
FSSP Coordinator			150	\$
FSSP Financial & Administrative Officer			150	\$
PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$

TABLE 5



3rd OPTIONAL PERIOD - YEAR 5				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
FSSP Manager			150	\$
FSSP Coordinator			150	\$
FSSP Financial & Administrative Officer			150	\$
PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$

TABLE 6

B. TRAVEL AND LIVING EXPENSES	LIMITATION OF EXPENDITURES CAN \$
<p>The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.</p> <p>All travel must have the prior authorization of the Technical Authority.</p>	\$ 275,000
C. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)	LIMITATION OF EXPENDITURES CAN \$
<p>TECHNICAL SPECIALIST(S) (PER DIEM)</p> <p>Expenditures for Technical Specialists MUST have the prior written authorization of the Technical Authority.</p> <p>NOTE: Technical Specialists MUST NOT be used to substitute for the resources named under A. Categories of Professional Services.</p>	\$ 2,000,000
D. OTHER DIRECT COSTS – (YEAR 1 TO YEAR 5) Transportation, accommodation for third parties	LIMITATION OF EXPENDITURES CAN \$
<p>The Contractor will be reimbursed for the direct costs incurred for the transportation, accommodations, and conference registration fees, if any (to attend a conference) for third parties identified by DFATD.</p> <p>Third party participants are defined as individuals who do not receive fees, remuneration or other forms of compensation through the budget of this contract.</p> <p>These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.</p>	\$ 500,000
YEAR 5 – A.+B.+C.+D. – SUB-TOTAL CAN \$	\$



TOTAL –YEAR 1 TO YEAR 5	
A. SUB-TOTAL – PROFESSIONAL SERVICES CATEGORIES	\$
B. SUB-TOTAL – TRAVEL, TRANSPORTATION AND LIVING EXPENSES	\$ 275,000
C. SUB-TOTAL – TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)	\$ 2,000,000
D. SUB-TOTAL – LOCAL REIMBURSABLE EXPENSES	\$ 500,000
YEAR 1 to YEAR 5 – A.+B.+C.+D. SUB-TOTAL CAN \$	\$

Total cost of applicable taxes: ____%:

CAN \$ _____

TOTAL CONTRACT VALUE:

CAN \$ _____



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST

Contract Number / Numéro du contrat Pr. # P010748
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Global Affairs Canada	2. Branch or Directorate / Direction générale ou Direction KYIV	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail The project, Field Support Services in Ukraine (FSS), aims to provide a range of services in support of implementation of DFATD's development programming in Ukraine, and in support of the development stakeholders. The services include, but are not limited to the provision of administrative, financial, procurement, logistical support for DFATD projects/program delivery.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input 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 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"/> 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 type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:

Commentaires spéciaux : _____

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



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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



ANNEX "D" - EVALUATION CRITERIONS

1. Mandatory Financial Criteria (MFC)

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

MANDATORY FINANCIAL CRITERIA		
ITEM	DESCRIPTION OF CRITERIA	MET / NOT MET
MFC1	<p>Bidders MUST submit their financial bid, in Canadian dollars and in accordance with the Basis of Payment in ANNEX B.</p> <p>Bidders based outside of Canada are eligible, however; their financial bid must be submitted in \$CAD.</p> <p>The total amount of Goods and Services Tax must be shown separately.</p>	

2. Point Rated Technical Criteria (RTC)

INSTRUCTIONS FOR BIDDERS

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

DEFINITIONS

For the purpose of this request for proposal (RFP), the following definitions apply to the requirements:

- **“Developing Country(ies)”**: includes any country(ies) and territories listed in the OECD DAC list of ODA Recipients. It is available on the following webpage:
<http://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf>
- **“Conflict- Affected and High Risk Area”**: EU definition - Areas in a state of armed conflict, fragile post-conflict areas, as well as areas witnessing weak or non-existing governance and security, such as failed states, and widespread and systematic violations of international law, including human rights abuses.
- **“International Development Assistance Stakeholder(s)”**: includes the following types of organizations involved in International Development: Civil Society Organizations (CSO's); the private sector; multilateral organizations; donors; research community; international financial institutions (IFIs); as well as local or host-country governments.
- **“International Development Project”**: relates to a project whose mandate is to support the achievement of the sustainable development goals (SDGs) in Developing Countries, in order to reduce poverty and to contribute to a more secure, equitable and prosperous world.
- **“Recognized Education Institution”**: Defined as a public, non-governmental or private entity that has been given full or limited authority to grant degrees by an act of the relevant legislature.
- **“the Project”**: For the purpose of the evaluation, the term “project” is defined as a mandate with specific tasks, products, and deliverables. A project can be part of a full-time job.



**RATED TECHNICAL CRITERIA (RTC)
Category 1 - PROPOSED RESOURCES**

For the purpose of the evaluation criteria below, the term “project” is defined as a mandate with specific duties, products/deliverables and a specific period.

PROJECT MANAGER		MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)		
RTC1	Education (Maximum of 10 points) The Bidder should describe the academic qualifications of the proposed individual for the position of FSSP Manager.				
RTC1.1	Academic Qualifications The Bidder should submit a copy of the proposed Project Manager’s highest level of education completed in a relevant discipline* from a recognized educational institution**. Canada will only consider programs of study that the proposed resource has successfully completed at the time of bid closing. For the purposes of this evaluation, “relevant discipline” is defined as a discipline related to political sciences, law, international development, economics, finance, business administration, project management, social sciences, engineering or applied sciences. <ul style="list-style-type: none"> • Post-graduate degree (i.e., higher than bachelor): 10 points; • Undergraduate degree (i.e., bachelor): 6 points per degree, maximum 2 degrees. Proof of the stated completed education must be provided with the proposal. If the proposed resource’s education was obtained outside of Canada, the bidder must submit a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the Canadian Information Centre for International Credentials (CICIC) , who can assist with the process. Bidders will be permitted up to a maximum of 60 calendar days after the date of bid closing, to provide the assessment.	/10	<table border="1"> <tr> <td style="text-align: center;">Indicate Education Completed</td> </tr> <tr> <td> </td> </tr> </table>	Indicate Education Completed	
Indicate Education Completed					
RTC2	Project Management Experience (Maximum of 48 points) The Bidder should submit a maximum of three (3) projects , clearly demonstrating the proposed resource’s experience in project management as it relates to each criterion below . Each project proposed should meet items i., ii and iii below. If the bidder does not demonstrate that a project meets items i. and ii. below, no points will be awarded for demonstrated criteria under that project. i. in the case of a completed project, it will have started on or after January 1, 2009 ; OR ii. in the case of a current ongoing project, be at least 70% completed in terms of total value regardless of when it started, but only the experience acquired on or after January 1st, 2009 , will be considered for evaluation; AND iii. The projects should be listed in chronological order, including the start-dates (MM-YYYY) and end-dates (MM-YYYY), duration, and number of months counted - for each Project.				



**RATED TECHNICAL CRITERIA (RTC)
Category 1 - PROPOSED RESOURCES**

<p>RTC2.1</p>	<p>Demonstrated Project Management Experience (Maximum 18 points)</p> <p>The Bidder should clearly demonstrate the proposed Project Manager's project management experience for activities performed in the project(s) submitted.</p> <p>No partial points are awarded</p> <p>Only 3 points are awarded per activity below. To obtain a point, the activity only needs to be demonstrated in any one of the three projects and clearly described by including at least two examples. Activities presented do not have to form part of the same project and can be presented across any of the three projects, as the case may be:</p> <ul style="list-style-type: none"> a. Collaborating with partners in assessing needs and setting priorities; b. Preparing project documents, including Procurement Plans, and Annual Work Plans; c. Ensuring cost effectiveness and overall quality of all services delivered within the project; d. Planning and coordinating administrative, and logistics management services provided under the project; e. Developing and maintaining networks of key stakeholders (government, civil society, other donors, private sector); f. Resolving project issues and problems as they arise. <p>NOTE: No partial points are awarded.</p>	<p>/18</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Indicate Page / Demonstrated Experience</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td></td> </tr> <tr> <td>b.</td> <td></td> </tr> <tr> <td>c.</td> <td></td> </tr> <tr> <td>d.</td> <td></td> </tr> <tr> <td>e.</td> <td></td> </tr> <tr> <td>f.</td> <td></td> </tr> </tbody> </table>	Indicate Page / Demonstrated Experience		a.		b.		c.		d.		e.		f.	
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<p>RTC2.2</p>	<p>Project Management Experience - Time (Maximum 12 points)</p> <p>The Bidder should clearly demonstrate the timeline in which the proposed resource managed the project, for each project submitted.</p> <p>Points will be awarded based on the clearly demonstrated time, as follows:</p> <ul style="list-style-type: none"> • From 12 months to less than 36 months, consecutive: 1 point per project; • From 36 months to less than 60 months, consecutive: 2 points per project; • 60 consecutive months or longer: 4 points per project. <p>*Months where projects overlap will be counted only once.</p>	<p>/12</p>	<p style="text-align: center;">/12</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Project 1 Indicate Page / Demonstrated Experience - Time</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Project 2 Indicate Page / Demonstrated Experience - Time</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Project 3 Indicate Page / Demonstrated Experience - Time</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Project 1 Indicate Page / Demonstrated Experience - Time				Project 2 Indicate Page / Demonstrated Experience - Time				Project 3 Indicate Page / Demonstrated Experience - Time					
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Project 3 Indicate Page / Demonstrated Experience - Time																	



RATED TECHNICAL CRITERIA (RTC) Category 1 - PROPOSED RESOURCES			
	<p>working relationships with different types of international development assistance stakeholders in Ukraine.</p> <p>Or</p> <p>Additional 1 point will be awarded if the bidder clearly demonstrates that the proposed project manager maintained working relationships with different types of international development assistance stakeholders in a developing country.</p>		
Sub-Total - PROJECT MANAGER		/58	
FINANCIAL AND ADMINISTRATIVE RESOURCE		MAXIMUM SCORE	Reference to Proposal <small>(Please indicate section and page number, if applicable)</small>
RTC3	Academic Qualifications (Maximum of 8 points) The Bidder should describe the academic qualifications of the proposed individual for the position of FSSP Financial and Administrative Resource.		
RTC3.1	<p>Education</p> <p>The Bidder should submit a copy of the proposed Financial and Administrative Resource's highest level of education completed in a relevant discipline* from a recognized educational institution**. Canada will only consider programs of study that the proposed resource has successfully completed at the time of bid closing.</p> <p>For the purposes of this evaluation, "relevant discipline" is defined as a discipline related to business, finance, accounting, logistics, economics, international development, project management, business administration, engineering or applied sciences.</p> <ul style="list-style-type: none"> • Post-graduate degree (i.e., higher than a bachelor): 4 points; • Undergraduate degree (i.e., bachelor): 2 points per degree. <p>Additional Points for the financial and administrative resource's certifications as follows:</p> <p>2 points will be awarded if the bidder clearly demonstrates that the proposed financial and administrative resource holds a CPA or CMA,</p> <p>OR</p> <p>4 points if the bidder clearly demonstrates that the proposed financial and administrative resource holds a CPMA.</p> <p>Proof of completed education and validity of certification must be provided with the proposal.</p> <p>If the proposed resource's education was obtained outside of Canada, the bidder must submit a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the Canadian Information Centre for International Credentials (CICIC), who can assist with the process.</p>		<p style="text-align: center;">/4</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="text-align: center; margin: 0;">Indicate Education Completed</p> <hr style="border: 1px solid black;"/> <p style="text-align: center; margin: 0;">Additional Point - Certification</p> <hr style="border: 1px solid black;"/> </div> <p style="text-align: center;">/4</p>



**RATED TECHNICAL CRITERIA (RTC)
Category 1 - PROPOSED RESOURCES**

Bidders will be permitted up to a maximum of 60 calendar days after the date of bid closing, to provide the assessment.

RTC4 Financial and Administrative Experience (Maximum 38 points)

The Bidder should submit a maximum of three (3) projects clearly demonstrating the proposed resource's experience in providing **financial and administrative services as it relates to each criterion below**.

Each project proposed should meet items i., ii and iii below. If the bidder does not demonstrate that a project meets items i., ii and iii below, no points will be awarded for demonstrated criteria under that project.

- i. in the case of a completed project, it will have **started on or after January 1, 2014**; OR
- ii. in the case of a current ongoing project, be at least 70% completed in terms of total value regardless of when it started, but only the experience **acquired on or after January 1, 2014**, will be considered for evaluation; AND
- iii. the projects should be listed in chronological order, including the start-dates (MM-YYYY) and end-dates (MM-YYYY), duration, and number of months counted - for each Project.

RTC4.1	<p>Demonstrated Financial and Administrative Experience (Maximum 15 points)</p> <p>The Bidder should clearly demonstrate the proposed resource's financial and administrative experience for activities performed in the project(s) submitted.</p> <p>Only 3 points are awarded per activity. To obtain the points, the activity only needs to be demonstrated in any one of the three projects and clearly described by including at least two examples. Activities presented do not have to form part of the same project and can be presented across any of the three projects, as the case may be:</p> <ul style="list-style-type: none"> a. Managing and monitoring the project related expenditure in accordance with approved project budget in order to ensure that project financial data are maintained in an accurate and timely manner; b. Administering payments to suppliers, contractors, and technical specialists / sub-contractors; c. Developing and managing reporting and invoicing for services rendered; d. Maintaining accounts payable and accounts receivable; e. Providing financial advice related to local laws and regulations, financial institutions and the estimated expenses for products or services in the recipient country; <p>NOTE: No partial points are awarded.</p>	/15	<p>/15</p> <p>Project 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Indicate Page / Demonstrated Experience</th> </tr> <tr><td style="width: 20px;">a.</td><td></td></tr> <tr><td>b.</td><td></td></tr> <tr><td>c.</td><td></td></tr> <tr><td>d.</td><td></td></tr> <tr><td>e.</td><td></td></tr> </table> <p>Project 2</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Indicate Page / Demonstrated Experience</th> </tr> <tr><td style="width: 20px;">a.</td><td></td></tr> <tr><td>b.</td><td></td></tr> <tr><td>c.</td><td></td></tr> <tr><td>d.</td><td></td></tr> <tr><td>e.</td><td></td></tr> </table> <p>Project 3</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Indicate Page / Demonstrated Experience</th> </tr> <tr><td style="width: 20px;">a.</td><td></td></tr> <tr><td>b.</td><td></td></tr> <tr><td>c.</td><td></td></tr> <tr><td>d.</td><td></td></tr> <tr><td>e.</td><td></td></tr> </table>	Indicate Page / Demonstrated Experience		a.		b.		c.		d.		e.		Indicate Page / Demonstrated Experience		a.		b.		c.		d.		e.		Indicate Page / Demonstrated Experience		a.		b.		c.		d.		e.	
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**RATED TECHNICAL CRITERIA (RTC)
Category 1 - PROPOSED RESOURCES**

<p>RTC4.2</p>	<p>Financial and Administrative Experience - Time (Maximum 14 points)</p> <p>The Bidder should clearly demonstrate the timeline in which the proposed resource was responsible for the financial and administrative tasks and activities of each project submitted.</p> <p>Points will be awarded based on the clearly demonstrated time, as follows:</p> <ul style="list-style-type: none"> From 6 months to less than 12 months, consecutive: 1 point per project; From 12 months to less than 24 months, consecutive: 3 points per project; 24 consecutive months or longer: 4 points per project; <p>*Months where projects overlap will be counted only once.</p> <p>Additional points (1 project only):</p> <p>Additional 2 points for a project of at least 12 consecutive months in Ukraine.</p> <p>OR</p> <p>Additional 1 point for a project of at least 12 consecutive months of experience in a developing country.</p>	<p>/12</p> <p>/2</p>	<p>/14</p> <p>Project 1</p> <p>Indicate Page / Demonstrated Experience - Time</p> <hr/> <p>Additional Point</p> <hr/> <p>Project 2</p> <p>Indicate Page / Demonstrated Experience - Time</p> <hr/> <p>Additional Point</p> <hr/> <p>Project 3</p> <p>Indicate Page / Demonstrated Experience - Time</p> <hr/> <p>Additional Point</p> <hr/>
<p>RTC4.3</p>	<p>Financial and Administrative Experience - Value (Maximum 9 points)</p> <p>The Bidder should clearly demonstrate the value of each project, in which the proposed resource is responsible for the financial and administrative tasks and activities.</p> <p>Points will be awarded based on the clearly demonstrated value, as follows:</p> <ul style="list-style-type: none"> From \$1 million CAN to less than \$3 million CAN: 1 point per project; From \$3 million CAN to less than \$5 million CAN: 2 points per project; \$5 million CAN or more: 3 points per project; 	<p>/9</p>	<p>/9</p> <p>Project 1</p> <p>Indicate Page / Demonstrated Experience - Value</p> <hr/> <p>Project 2</p> <p>Indicate Page / Demonstrated Experience - Value</p> <hr/> <p>Project 3</p> <p>Indicate Page / Demonstrated Experience - Value</p> <hr/>



**RATED TECHNICAL CRITERIA (RTC)
Category 1 - PROPOSED RESOURCES**

Sub-Total - FINANCIAL AND ADMINISTRATIVE RESOURCE

/46

PROJECT COORDINATION AND LOGISTICS RESOURCE

RTC5	Education (Maximum of 8 points) The Bidder should describe the academic qualifications of the proposed individual for the position of FSSP Coordinator.	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)		
RTC5.1	Academic Qualifications The Bidder should submit a copy of the proposed Project Coordinator and Logistics Resource's highest level of education completed in a relevant discipline* from a recognized educational institution**. Canada will only consider programs of study that the proposed resource has successfully completed at the time of bid closing. "relevant discipline" is defined as a discipline related to information technology, communications, media, law, finance, accounting, logistics, economics, international development, project management, business administration, engineering or applied sciences. <ul style="list-style-type: none"> • Post-graduate degree (i.e., higher than a bachelor): 8 points; • Undergraduate degree (i.e., bachelor or equivalent): 4 points per degree, maximum 2 degrees. Proof of education completed must be provided with the proposal. If the proposed resource's education was obtained outside of Canada, the bidder must submit a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the Canadian Information Centre for International Credentials (CICIC) , who can assist with the process. Bidders will be permitted up to a maximum of 60 calendar days after the date of bid closing, to provide the assessment.	/8	<table border="1" style="margin: auto;"> <tr> <td style="text-align: center;">Indicate Education Completed</td> </tr> <tr> <td style="height: 20px;"> </td> </tr> </table>	Indicate Education Completed	
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RTC6	Project Logistics and Coordination Services (Maximum 37 points) The Bidder should submit a maximum of three (3) projects clearly demonstrating the proposed resource's experience in a coordination role, coordinating project activities as it relates to each criterion below. Each project proposed should meet items i, ii. and iii below. If the bidder does not demonstrate that a project meets items i, ii. and iii. no points will be awarded for demonstrated criteria under that project. i. In in the case of a completed project, it will have started on or after January 1, 2014 ; OR; ii. In the case of a current ongoing project, be at least 70% completed in terms of total value regardless of when it started, but only the experience acquired on or after January 1, 2014 , will be considered for evaluation; AND iii. The projects should be listed in chronological order, including the start-dates (MM-YYYY) and end-dates (MM-YYYY), duration, and number of months counted - for each Project.				



**RATED TECHNICAL CRITERIA (RTC)
Category 1 - PROPOSED RESOURCES**

<p>RTC6.1</p>	<p>Demonstrated Project Coordination and Logistics Resource Experience (Maximum 18 points)</p> <p>The Bidder should clearly demonstrate the proposed resource's experience in providing coordination and logistics services through activities performed in the project(s) submitted.</p> <p>Only 3 points are awarded per activity. To obtain the points, the activity only needs to be demonstrated in any one of the three projects and clearly described by including at least two examples. Activities presented do not have to form part of the same project and can be presented across any of the three projects, as the case may be:</p> <ul style="list-style-type: none"> a. Facilitating stakeholder coordination and promoting knowledge-sharing among projects; b. Providing advice on obtaining accommodations, utilities, security, permits and other official documents; c. Providing travel advice, including local government documentation requirements, visa and work permit processes, and related services, such as security, flights and accommodation; d. Administering the provision of logistical services, such as mission planning, coordination and management; e. Coordinating and arranging travel and accommodation; f. Assisting the preparation of project planning documents and project reports and preparing activity updates as required. <p>NOTE: No partial points are awarded</p>	<p>/18</p>	<table border="1"> <thead> <tr> <th colspan="2">Indicate Page & Project / Demonstrated Experience</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td></td> </tr> <tr> <td>b.</td> <td></td> </tr> <tr> <td>c.</td> <td></td> </tr> <tr> <td>d.</td> <td></td> </tr> <tr> <td>e.</td> <td></td> </tr> <tr> <td>f.</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Additional Point</td> </tr> <tr> <td colspan="2"></td> </tr> </tbody> </table>	Indicate Page & Project / Demonstrated Experience		a.		b.		c.		d.		e.		f.		Additional Point			
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**RATED TECHNICAL CRITERIA (RTC)
Category 1 - PROPOSED RESOURCES**

<p>RTC6.2</p>	<p>Project Coordination and Logistics Resource’s Experience - Time (Maximum 11 points)</p> <p>The Bidder should clearly demonstrate the timeline in which the proposed resource provided project coordination services and activities as for each separate project submitted.</p> <p>Points will be awarded based on the clearly demonstrated timeline, as follows:</p> <ul style="list-style-type: none"> • From 6 months to less than 12 months, consecutive: 1 point per project; • From 12 months to less than 24 months, consecutive: 2 points per project; • 24 consecutive months or longer: 3 points per project; <p>*Months where projects overlap will be counted only once.</p> <p><u>Additional points (1 project only):</u></p> <p>Additional 2 points for at least 12 consecutive months of experience in Ukraine.</p> <p>OR,</p> <p>Additional 1 point for at least 12 consecutive months of experience in a developing country.</p>	<p>/9</p> <p>/2</p>	<p>Project 1</p> <table border="1"> <tr><td>Indicate Page / Demonstrated Experience - Time</td></tr> <tr><td> </td></tr> </table> <p>Project 2</p> <table border="1"> <tr><td>Indicate Page / Demonstrated Experience - Time</td></tr> <tr><td> </td></tr> </table> <p>Project 3</p> <table border="1"> <tr><td>Indicate Page / Demonstrated Experience - Time</td></tr> <tr><td> </td></tr> </table> <p>Additional Point</p> <table border="1"> <tr><td> </td></tr> </table>	Indicate Page / Demonstrated Experience - Time		Indicate Page / Demonstrated Experience - Time		Indicate Page / Demonstrated Experience - Time		
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<p>RTC6.3</p>	<p>Project Coordination and Logistics Resource’s Experience with International Development Assistance Stakeholders (Maximum 9 points)</p> <p>The Bidder should clearly demonstrate, through each project submitted, the proposed Project Coordination and Logistics Resource’s experience maintaining working relationships with different types of international development assistance stakeholders; in developing countries through the following activities.</p> <p>Only 3 points are awarded per activity. To obtain the points, the activity only needs to be demonstrated in any one of the three projects and clearly described by including at least two examples. Activities presented do not have to form part of the same project and can be presented across any of the three projects, as the case may be:</p> <p>Maintaining working relationships is defined through the following activities.</p> <ol style="list-style-type: none"> a. Coordinating implementation of project activities and applying results-based management to track project progress, b. Facilitating and coordinating project -specific consultations or field visits, c. Identifying, communicating and coordinating project related risk mitigation strategies through scheduled exchanges throughout the project; <p>NOTE: No partial points are awarded</p>	<p>/9</p>	<table border="1"> <tr><td>Indicate Page & Project / Demonstrated Experience</td></tr> <tr><td>a.</td><td> </td></tr> <tr><td>b.</td><td> </td></tr> <tr><td>c.</td><td> </td></tr> </table>	Indicate Page & Project / Demonstrated Experience	a.		b.		c.	
Indicate Page & Project / Demonstrated Experience										
a.										
b.										
c.										



**RATED TECHNICAL CRITERIA (RTC)
Category 1 - PROPOSED RESOURCES**

	Types of international development stakeholders include: <ul style="list-style-type: none"> - government authorities / ministry - non-government actor - private sector - humanitarian actor - civil society / human rights advocacy 		
Sub-total - PROJECT COORDINATION AND LOGISTICS RESOURCE		/46	
TOTAL Category 1 - PROPOSED RESOURCES		/150	

**Rated Technical Criteria (RTC)
Category 2 – BIDDER EXPERIENCE**

BIDDER EXPERIENCE

RTC7	<p>Experience Providing Services similar to the FSSP (Maximum of 59 points)</p> <p>The Bidder should provide two (2) different projects with examples of the activities performed clearly demonstrating the experience overseeing all aspects of the project through its tasks and the delivery of:</p> <ul style="list-style-type: none"> ➤ administrative, logistical and project coordination services, ➤ supporting policy dialogue and knowledge sharing, and <p>To be eligible, any project describing the Bidder's experience should:</p> <ol style="list-style-type: none"> i. in the case of a completed project, it will have started on or after January 1st, 2014; OR ii. in the case of a current ongoing project, be at least 70% completed in terms of total value regardless of when it started, but only the experience acquired on or after January 1st, 2014, will be considered for evaluation; AND iii. have lasted for a minimum period of twelve (12) consecutive months; AND <p>No points will be awarded unless each project submitted meets the above listed criteria.</p> <p>For the purpose of this requirement, the term 'project' is defined as a contract, agreement or arrangement signed by the Bidder individually or in a consortium to provide the services.</p> <p>The projects should be listed in chronological order, including the start-dates (MM-YYYY) and end-dates (MM-YYYY), duration, and number of months counted - for each Project.</p>		
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		Project 1	Project 2	
RTC7.1	<p>Project Value (Maximum 16 points)</p> <p>No partial points are awarded</p> <ul style="list-style-type: none"> • From \$1 million CAN to less than \$5 million CAN: 4 points per project; • From \$5 million CAN to less than \$10 million CAN: 6 points per project; • \$10 million CAN or more: 8 points per project. 	/8	/8	<p align="center">Project 1</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Indicate Page / Demonstrated Experience </div> <hr/> <p align="center">Project 2</p>



				Indicate Page / Demonstrated Experience																								
R.7.2	<p>Demonstrated Bidder Experience (Maximum 24 points)</p> <p>The Bidder should clearly demonstrate its experience for activities performed in each project submitted.</p> <p>2 points are awarded per activity in each project. Clearly describe each activity by including at least two examples:</p> <p>No partial points are awarded</p> <p>Managing projects:</p> <ul style="list-style-type: none"> a. Collaborating with partners in assessing needs and setting priorities; b. Tracking and reporting on progress using results-based management; c. Ensuring the effective management of resources and monitoring of project progress and results, including dealing with project issues and problems as they arise.; d. Remaining informed of, and complying with, locally applicable laws and regulations; e. Controlling the quality of products, services and deliverables in order to meet pre-defined specifications; f. Managing project risks and applying remedial measures as necessary. 	/12	/12	<p>Project 1</p> <p>Indicate Page / Demonstrated Experience</p> <table border="1"> <tr><td>a.</td><td></td></tr> <tr><td>b.</td><td></td></tr> <tr><td>c.</td><td></td></tr> <tr><td>d.</td><td></td></tr> <tr><td>e.</td><td></td></tr> <tr><td>f.</td><td></td></tr> </table> <p>Project 2</p> <p>Indicate Page / Demonstrated Experience</p> <table border="1"> <tr><td>a.</td><td></td></tr> <tr><td>b.</td><td></td></tr> <tr><td>c.</td><td></td></tr> <tr><td>d.</td><td></td></tr> <tr><td>e.</td><td></td></tr> <tr><td>f.</td><td></td></tr> </table>	a.		b.		c.		d.		e.		f.		a.		b.		c.		d.		e.		f.	
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TOTAL Category 1 – PROPOSED RESOURCES		/150																										
TOTAL Category 2 – BIDDER EXPERIENCE		/40																										
TOTAL Category 1 + Category 2		/190																										
PASSING MARK - TECHNICAL COMPONENT (60% of 190 = 114)		/114																										



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

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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