

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

Bid Receiving/Réception des
sousmissions
[cfia.bidreceipt-receptiondesoumission.
acia@inspection.gc.ca](mailto:cfia.bidreceipt-receptiondesoumission.acia@inspection.gc.ca)

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Canadian Food Inspection
Agency

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
therefor.

Proposition aux : Agence canadienne
d'inspection
des aliments

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
appendices ci-jointes, les biens, services
et construction énumérés ici sur toute
feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

Title – Sujet Executive Assistant Temp Help (AS-03)		Date March 24, 2023
Solicitation No. – N° de l'invitation 2023-01160		
Client Reference No. - No. De Référence du Client 2023-01160		
Solicitation Closes – L'invitation prend fin		
At / à :	2pm	EST (Eastern Standard Time) HNE (heure normale de l'Est)
On / le :	April 12, 2023	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Catherine Clairoux		
Telephone No. – No. de téléphone (343) 596-9265	Facsimile No. – No. de télécopieur	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered - Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, 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/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

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

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PART E: Bidder response form

Attachment 1 to Part E : Certification Required with the Bid

PART A: General information

This requirement is issued by **The Canadian Food Inspection Agency (CFIA)**.

The RFP reference number for this solicitation is **2023-01160**

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

[2003, Standard Instructions - Goods or Services - Competitive Requirements \(2022-03-29\)](#) are incorporated into this document by reference.

1. Invitation to Bid

The Canadian Food Inspection Agency (**CFIA**) has a requirement for work that falls under the THS for the NCR supply arrangement. This requirement is open to the following THS for the NCR supply arrangement holders:

1. Adirondack Information Management Inc.
2. Akkada Professional Services and Zernam Enterprise
3. Altis Human Resources (Ottawa) Inc.
4. ARTemp Personnel Services Inc.
5. Barbara Personnel Inc.
6. Bryca Solutions Inc.
7. Contract Community Inc.
8. Donna Cona Inc.
9. Lionel Drouin
10. Mindwire Systems Ltd.
11. Olav Consulting Corp.
12. Ombre Consulting Services Inc.
13. Robertson & Company Ltd.
14. Tech4soft Inc.
15. Tech4soft Inc. and Expertise Technology Consulting Inc.

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

2. Bid response due date and time

Responses to this solicitation are to be sent by email to the Contract Authority at the following email address: cfia.bidreceipt-receptiondesoumission.acia@canada.ca

The Bid Receiving Email Address is Solely for Delivery of Bids: for the sole purpose of bid submission. No other communications are to be forwarded to this email address.

Responses must be sent no later than the following date: April 12th, 2023

Responses must be sent no later than the following time: 2pm Eastern Time EDT

3. Conditional Reserved Bidding under the Federal Government Procurement Strategy for Indigenous Business (PSIB)

“Indigenous Business” or “Indigenous Businesses” mean an entity or entities that have duly completed the Attachment 1 to Part E – PSIB Certifications and submitted it with their bid.

This is a competitive bid solicitation however, this solicitation will be reserved for Indigenous Businesses if both of the following conditions are met:

- bids from two (2) or more Indigenous Businesses are responsive with the mandatory requirements of the solicitation, and;
- bids from two (2) or more Indigenous Businesses are, in the evaluation team’s opinion, not affiliated within the meaning used in the [Competition Act](#), R.S.C., 1985, c. C-34.

If the above conditions are not met, the procurement will remain open for competition among all suppliers.

PART B: Requirement

1. Statement of work

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

2. Estimated contract period

The period of the contract is estimated to be from the Date of Contract Award to June 9th, 2023.

3. Resource or resources required

The following table is to identify to the bidder what the requirement is by providing the service category or categories, their level of expertise, the number of resources required, and the estimated number of hours per resource.

Resource Required

Category of resource	Bilingual (Y/N)	Number of required resource	Estimated number of days per resource	Estimated number of hours per resource
1.3 Executive Assistant	Yes	One (1)	55 days*	412.5 hours*

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks, with no provision for annual leave, statutory holidays and sick leave.*

4. Work location

The work will be conducted in a virtual environment.

5. Travel requirements

There is no travel requirement as the work will be completed virtually. Canada will not accept any travel or living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

6. Security requirement

6.1 At the date of bid closing, the following conditions must be met:

- (a) the bidder must hold a valid organization security clearance as indicated in Annex C;
- (b) the bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Annex C;
- (c) the bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

- (d) the bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Annex C, if a document safeguarding requirement is indicated;
- (e) the bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding, if a document safeguarding requirement is indicated;

6.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the contracting authority.

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

7. Accessibility Standards

In accordance with the [Treasury Board Contracting Policy](#) and the Accessible Canada Act, federal departments and agencies must consider accessibility criteria and features when procuring goods or services.

Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this requirement, when applicable.

This requirement includes accessibility features or criteria. Bidders must:

- demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery
- describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the accessibility criteria.

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

8.1 No individual protective piece of equipment required while working on site.

9. Certifications Required with the Bid

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

9.1 Indigenous Business

This procurement is conditionally reserved under the federal government Procurement Strategy for Indigenous Business. If the PSIB Certifications at Attachment 1 to Part E are not provided by the Bidder, the bid will be evaluated as being from a non-Indigenous Business.

For more information on Indigenous Business requirements of the Set-aside Program for Indigenous Business, see Annex 9.4, Supply Manual.

PART C: Basis of selection

1. Basis of selection method

Lowest price responsive

To be declared responsive, a bid must:

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

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

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

For each resume submitted, the bidder must ensure that:

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

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

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

Additional mandatory criteria:

Number	Mandatory Criteria	Required	Cross reference to proposal <i>[bidder to insert]</i>
M1	The proposed resource must have a minimum of forty-eight (48) months of experience as of the bid solicitation closing date, as an Executive or Administrative Assistant, including twenty-four (24) months of experience as an Executive Assistant within the Federal Government.	To demonstrate, the following information must be provided: i. Timeframe (start to end dates in MM/YYYY); ii. Name of the Client Department; iii. Description of the provided services, and; iv. Corporate reference (Name and email address).	<i>bidder to insert</i>
M2	The proposed resource must have a minimum of two (2) years of experience managing calendars for senior level staff (Executive Director level or above) within the past five (5) years of the bid solicitation closing date.	To demonstrate, the following information must be provided: i. Timeframe (start to end dates in MM/YYYY); ii. Name of the Organization; iii. Description of the provided services, and; iv. Corporate reference (Name and email address).	<i>bidder to insert</i>

M3	The proposed resource must have a minimum of two (2) years of experience coordinating meetings, conferences, workshops and seminars, arranging for facilities, equipment and services in administrative functions within the last five (5) years of the bid solicitation closing date.	To demonstrate, the following information must be provided: i. Timeframe (start to end dates in MM/YYYY); ii. Name of the Organization; iii. Description of the provided services, and; iv. Corporate reference (Name and email address).	<i>bidder to insert</i>
M4	The proposed resource must have a minimum of two (2) years of experience in maintaining a system for routing and tracking critical, confidential paper and/or electronic correspondence and/or ministerial requests (ie. CCM Mercury or TRECS), within the past five (5) years of the bid solicitation closing date.	To demonstrate, the following information must be provided: i. Timeframe (start to end dates in MM/YYYY); ii. Name of the Organization; iii. Description of the provided services, and; iv. Corporate reference (Name and email address).	<i>bidder to insert</i>
M5	The proposed resource must have a minimum of two (2) years of experience composing, editing and verifying a wide range of materials reflecting senior level (Director level or above) preferences and the awareness of audience reaction are reflected, within the past five (5) years of the bid solicitation closing date.	To demonstrate, the following information must be provided: i. Timeframe (start to end dates in MM/YYYY); ii. Name of the Organization; iii. Description of the provided services, and; iv. Corporate reference (Name and email address).	<i>bidder to insert</i>
M6	The proposed resource must have a minimum of two (2) years of experience routing and tracking items for review or signature, to and from the office, within the past five (5) years of the bid solicitation closing date.	To demonstrate, the following information must be provided: i. Timeframe (start to end dates in MM/YYYY); ii. Name of the Organization; iii. Description of the provided services, and; iv. Corporate reference (Name and email address).	<i>bidder to insert</i>
M7	The proposed resource must have a minimum of two (2) years of experience taking notes and recording meeting minutes, within the past five (5) years of the bid solicitation closing date.	To demonstrate, the following information must be provided: i. Timeframe (start to end dates in MM/YYYY); ii. Name of the Organization; iii. Description of the provided services, and; iv. Corporate reference (Name and email address).	<i>bidder to insert</i>

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

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

3. Replacement of a resource prior to contract award

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

The bidder must propose, at the same hourly rate indicated in its bid, one replacement who must meet all of the mandatory requirements contained in the RFP and, if applicable, obtains an equal or higher score obtained by the originally proposed resource on the point rated criteria of the RFP. Upon request by the contracting authority and within the time allowed (minimum of one business day), the bidder must provide the necessary information to allow assessment of the replacement, including but not limited to, its name, qualifications and experience. Failure to respond to the request will result in the bid being declared non-responsive.

4. Bid challenge and recourse mechanisms

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

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

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

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

PART D: Resulting contract clauses

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

1.0 Statement of work

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

2.0 Standard clauses and conditions

All clauses and conditions identified in the contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](#) Manual issued by Public Services and Procurement Canada (PSPC).

2.1 General conditions

[2010B \(2022-12-01\) General conditions: Professional services \(medium complexity\)](#) apply to and form part of the contract.

3.0 THS resulting contract clauses

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

4.0 Security requirement

There are security requirements associated with this requirement. Security requirement for Common-professional services security requirement check list #19.

1. The contractor / offeror must, at all times during the performance of the contract/standing offer, hold a valid facility security clearance at the level of **secret**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The contractor / offeror personnel requiring access to **protected/classified** information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of reliability status or secret as required, granted or approved by the CSP, PWGSC.
3. The contractor / offeror **must not** remove any **protected/classified** information from the identified work site(s), and the contractor / offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor / offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C
 - b. Contract Security Manual (latest edition)

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

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

5.0 Term of contract

5.1 Period of contract

The period of the contract is from Date of Contract Award to June 9th, 2023.

5.2 Maximum duration of contracts

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

On an exceptional basis only, a contract may be amended to extend the duration of an assignment period up to a maximum of 24 consecutive weeks beyond the limit of 48 consecutive weeks (example total extended duration must not exceed 72 consecutive weeks) on the condition that the following requirements are met:

- i. the duration of the assignment period, including any contract amendments that impact the assignment period, must be more than 40 consecutive weeks;
- ii. the amendment to extend the duration of the assignment period must be issued after the first 40 consecutive weeks of the assignment period; and
- iii. the contracting authority must notify THS for the NCR of the issued amendment by email within 2 business days of issuing the amendment.

The contractor agrees that, during the extended periods of the contract, it will be paid in accordance with the applicable provisions as set out in Annex B: Basis of payment.

6.0 Authorities

6.1 Contracting authority

The contracting authority for the contract is:

Catherine Clairoux

Senior Procurement and Contracting Officer
Contracting and Procurement Policy Division
Canadian Food Inspection Agency
59 Camelot Dr. Nepean, ON K1A 0Y9
(343) 596-9265
catherine.clairoux@inspection.gc.ca

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

6.2 Technical authority

The technical authority for the contract is:

[To be inserted at contract award]

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

6.3 Contractor's representative

[To be inserted at contract award]

7.0 Proactive disclosure of contracts with former public servants

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

8.0 Payment

8.1 Basis of payment

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

8.1.1 Travel and living expenses

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

- (i) services provided within the National Capital Region (NCR). The National Capital Region (NCR) is defined in the *National Capital Act (Revised Statutes of Canada)*, 1985, c.N-4, S.2. The *National Capital Act* is available on the Justice website: <https://laws.justice.gc.ca/eng/acts/N-4/>
- (ii) any travel between the contractor's place of business and the NCR.

8.2 Method of payment

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

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

8.2.1 Invoices

The original and one (1) copy must be forwarded to the Technical Authority identified at **6.2 Technical Authority**, for certification and payment.

9.0 Certifications compliance

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

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

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

10.0 Applicable laws

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

11.0 Priority of documents

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

1. The Articles of Agreement
2. the THS for the NCR supply arrangement (SA) [resulting contract clauses](#)
3. [2010B \(2022-12-01\) General conditions: Professional services \(medium complexity\)](#)
4. Annex A: Statement of work
5. Annex B: Basis of payment
6. the Security requirements check list at Annex C (if applicable)
7. the contractor's bid dated _____ *[To be inserted at contract award]*

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

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

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

13.0 Foreign nationals (Canadian contractor)

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

14.0 Dispute resolution

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

15.0 Insurance

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

ANNEX A – Statement of work

1. Title

AS-03 Executive Assistant Temp Help for HEMI.

2. Background

Horizontal Enterprise Management and Integration (HEMI)'s Executive Director requires immediate temp help of an Executive Assistant (AS-03) as their current Executive Assistant is away for a temporary period of time.

3. Acronyms

BO Business Owner
CFIA Canadian Food Inspection Agency
SOW Statement of Work

4. Applicable Documents & References

None.

5. Tasks

The AS-03 Executive Assistant will need to provide administrative support to HEMI's Executive Director and act as a liaison between senior staff, branch directors, other departments and external groups.

The Executive Assistant's responsibilities may include, but are not limited to:

- Managing electronic calendars for senior staff;
- Composing and editing different documents as per Senior Staff preferences – subject to audience reaction;
- Creating and presenting various reports;
- Monitoring and determining timelines for Government issues and events;
- Tracking ministerial requests, documents for review or signature, as well as critical, confidential, paper and electronic correspondence;
- Coordinating and organizing meetings and conferences;
- Recording meeting minutes, and;
- Making arrangements for facilities, equipment and services for seminars and workshops.

6. Language of Work

The work is required to be performed in both of Canada's official languages (English and French).

7. Location of Work

The work may be performed remotely.

8. Travel

The Contractor is not required to travel as the work will be completed in a virtual setting.

9. Meetings

The Executive Assistant will need to partake in regular Directorate meetings virtually.

10. Government Supplied Material (GSM)

None.

11. Government Furnished Equipment (GFE)

Standard IT Bundle IT bundle (tablet, travel docking station, smartphone, keyboard, and mouse).

12. Special Considerations

None.

ANNEX B – Basis of payment

The winning bidder's rates will be included here at the time of contract award.

A	B	C	D	E	F	G
Resource Name	Category of resource	Bilingual (Y / N)	Required personnel security screening	Firm hourly rate (CAN\$)	Estimated total hours	Total estimated cost (E x F)
	<u>1.3 Executive Assistant</u>	Yes	Secret	\$	412.5 hours	\$
					Sub-total:	\$
					Applicable taxes:	\$
					Total Price:	\$

ANNEX C – Security requirements check list

COMMON-PS-SRCL#19



Contract Number / Numéro du contrat 2023-01160
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Canadian Food Inspection Agency	2. Branch or Directorate / Direction générale ou Direction Corporate Management Branch - HEMI	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail The Executive Assistant will need to provide administrative support to HEMI's Executive Director and act as a liaison between senior staff and branch directors, other departments, and external groups.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Contract Number / Numéro du contrat 2023-01160
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS Special comments: / Commentaires spéciaux :	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input checked="" type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

**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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP 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?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No Yes
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?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No Yes
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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Contract Number / Numéro du contrat 2023-01160
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Line Menard		Title - Titre Executive Director, HEMI	Signature Menard, Line <small>Digitally signed by Menard, Line Date: 2023.03.15 14:15:16 -04'00'</small>
Telephone No. - N° de téléphone 873-353-3927	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel line.menard@inspection.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Brenda Strmota		Title - Titre National Manager, Security Operations	Signature Strmota, Brenda <small>Digitally signed by Strmota, Brenda Date: 2023.03.15 14:49:45 -04'00'</small>
Telephone No. - N° de téléphone 613-818-1624	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel brenda.strmota@inspection.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Brian Steele		Title - Titre Team Leader, Contracting and Procurement	Signature
Telephone No. - N° de téléphone 613-773-7920	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel brian.steele@inspection.gc.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Jacques Saumur		Title - Titre Quality Assurance Officer	Signature Saumur, Jacques O <small>Digitally signed by Saumur, Jacques O Date: 2019.10.30 08:26:37 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jacques.saumur@tpsgc-pwgsc.gc.ca	Date

PART E: Bidder response form

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

1. Bidder information:

Legal name of bidder: _____
 Procurement Business Number (PBN) of bidder: _____

2. Bidder's representative:

Name and title of person authorized to sign on behalf of the bidder:
 Name of authorized bidder representative: _____
 Telephone no. of authorized bidder representative: _____
 Email address of authorized bidder representative: _____

3. The Bidder:

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

4. Proposed resource(s) pricing

Resource(s) required

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks, with no provision for annual leave, statutory holidays and sick leave.*

A	B	C	D	E	F	G
Resource Name	Category of resource	Bilingual (Y/N)	Required personnel security screening	Firm hourly rate (CAN\$)	Estimated total hours	Total estimated cost (E x F)
	<u>1.3 Executive Assistant</u>	Yes	Secret	\$	412.5 hours	\$
					Sub-total:	\$
					Applicable taxes:	\$
					Total Bid Price:	\$

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

5. Certifications Required with the Bid

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

a. Indigenous Business

This procurement is conditionally reserved under the federal government Procurement Strategy for Indigenous Business. If the PSIB Certifications at Attachment 1 to Part E are not provided by the Bidder, the bid will be evaluated as being from a non-Indigenous Business.

For more information on Indigenous Business requirements of the Set-aside Program for Indigenous Business, see Annex 9.4, Supply Manual.

b. Certifications precedent to contract award

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

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

a. Integrity Provisions – required documentation

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

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

b. Federal Contractors Program for Employment Equity - bid certification

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

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

c. Price certification

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

- i. a current published price list indicating the percentage discount available to Canada; or
- ii. copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or

- iii. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- iv. price or rate certifications; or
- v. any other supporting documentation as requested by Canada.

d. Consent and replacement of resource

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

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

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

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

As per the definition provided under SACC Manual clause [A3025T -Former Public Servant - Competitive](#) (2020-05-04) is the bidder a FPS in receipt of a pension?

Yes () No ()

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

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

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

f. Work force adjustment directive

Is the bidder a FPS who received a lump sum payment pursuant to the terms of the [Work Force Adjustment Directive](#)?

Yes () No ()

If so, the bidder must provide the following information:

- i. the name of former public servant;
- ii. the conditions of the lump sum payment incentive;

- iii. the date of termination of employment;
- iv. the amount of lump sum payment;
- v. the rate of pay on which lump sum payment is based;
- vi. the period of lump sum payment including start date, end date and number of weeks, and
- vii. the number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

ATTACHMENT 1 TO PART E, CERTIFICATION REQUIRED WITH THE BID

Federal Government's Procurement Strategy for Indigenous Business

1. PSIB Certifications

For additional information, visit:

- Annex 9.4 and section 9.40 of the Supply Manual (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/9>),
- Policy Notice 1996-2 (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13706>), and
- Policy Notice 1997-6 (https://www.tbs-sct.gc.ca/Pubs_pol/dcgpubs/ContPolNotices/97-6-eng.asp#defi)

1.1 Indigenous Business

1. By submitting this certification a Bidder certifies that the statements contained in this certification are accurate and complete.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in this annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in this annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in this annex.
3. The Bidder must check the applicable box below:
 - i. The Bidder is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

- ii. The Bidder is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.
4. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

1.2 Owner Certification – Indigenous Business

If requested by the Contracting Authority, the Bidder must provide the following certification completed for each owner who is Indigenous:

- | |
|---|
| <p>1. I am an owner of _____ (<i>insert name of business</i>), and an Indigenous person, as defined in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-aside Program for Indigenous Business".</p> <p>2. I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.</p> |
|---|

Printed Name of Owner

Signature of Owner

Date