





## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>TABLE OF CONTENTS .....</b>   | <b>2</b>  |
| <b>PART 1 - GENERAL INFORMATION .....</b>  | <b>3</b>  |
| 1.1 Introduction.....  | 3         |
| 1.2 Summary.....   | 3         |
| 1.2.2 Single Contract.....   | 3         |
| 1.3 Debriefings .....  | 4         |
| 1.4 Mandatory Requirements.....  | 4         |
| <b>PART 2 - BIDDER INSTRUCTIONS.....</b>   | <b>5</b>  |
| 2.1 Standard Instructions, Clauses and Conditions .....                              | 5         |
| 2.2 Submission of Bids.....  | 5         |
| 2.3 Enquiries - Bid Solicitation .....   | 5         |
| 2.4 Applicable Laws .....  | 5         |
| 2.5 Former Public Servant .....  | 6         |
| <b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>                                   | <b>8</b>  |
| 3.1 Bid Preparation Instructions .....   | 8         |
| 3.2 SACC Manual Clauses .....  | 9         |
| <b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>                    | <b>10</b> |
| 4.1 Evaluation Procedures .....  | 10        |
| 4.1.1 Technical Evaluation.....  | 10        |
| 4.1.1.1 Mandatory Technical Criteria .....   | 10        |
| 4.1.1.2 Point Rated Technical Criteria .....   | 11        |
| 4.1.2 Financial Evaluation .....   | 13        |
| 4.1.3 Formulas in Pricing Schedule .....   | 14        |
| 4.1.4 Substantiation of Professional Services Rates .....                            | 14        |
| 4.2 Basis of Selection .....   | 15        |
| 4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price..... | 15        |
| <b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>                      | <b>17</b> |
| 5.1 Certifications Required with the Bid .....                                       | 17        |
| 5.1.1 Integrity Provisions - Declaration of Convicted Offences.....                  | 17        |
| 5.2 Certifications Precedent to Contract Award and Additional Information .....      | 17        |
| 5.2.1 Federal Contractors Program for Employment Equity – Bid Certification .....    | 17        |
| 5.2.2 Status and Availability of Resources .....                                     | 18        |
| 5.2.3 Education and Experience.....  | 18        |
| <b>PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS .....</b>                     | <b>19</b> |
| 6.1 Security Requirement .....   | 19        |
| <b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>                                     | <b>20</b> |
| <b>APPENDIX “A”, GENERAL TERMS AND CONDITIONS.....</b>                               | <b>20</b> |
| <b>APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS.....</b>                          | <b>21</b> |
| <b>APPENDIX “C”, TERMS OF PAYMENT.....</b>   | <b>25</b> |
| <b>APPENDIX “D”, STATEMENT OF WORK.....</b>  | <b>27</b> |
| <b>APPENDIX “E”, BASIS OF PAYMENT.....</b>   | <b>31</b> |
| <b>APPENDIX “F”, SECURITY REQUIREMENTS CHECKLIST (SRCL).....</b>                     | <b>33</b> |
| <b>APPENDIX “G”, VENDOR INFORMATION AND AUTHORIZATION FORM .....</b>                 | <b>36</b> |



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

**The bid solicitation is divided into seven parts plus attachments as follows:**

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

### **1.2 Summary**

**1.2.1** Immigration, Refugees and Citizenship Canada's (IRCC) Citizenship and Passport Programs Branch (CPPB) requires the services of a Anti Racism Consultant with professional expertise in systemic bias. The expert will be brought on to support the two consecutive phases of work. Phase one will involve conducting a current state assessment of bias in functional guidance and other materials referenced by decision makers and Phase two will provide recommendations for how to address/implement the findings.

#### **1.2.2 Single Contract**

Canada is seeking to establish one contract for an Anti-Racism consultant as defined in Appendix "D", Statement of Work.

#### **1.2.3 Security requirements**

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, Part 7 - Resulting Contract Clauses and Appendix "F". For more information on personnel and organization security screening or security clauses, bidders should refer to the [Contracting Security Program](#) of Public Works and Government Services Canada [Security requirements for contracting with the Government of Canada](#)"



- 1.2.4 The requirement is subject to the provisions of the Canada-Korea Free Trade Agreement.
- 1.2.5 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses.
- 1.2.6 Considering accessibility criteria and features is obligatory with this requirement. For additional information consult the [Treasury Board Contracting Policy](#).

### 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 fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or in person.

If you have any concerns relating to the procurement process, please refer to the [Bid Challenge and Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

### 1.4 Mandatory Requirements

Where the words “must”, “shall” or “will” appear in this RFP, the clause is to be considered as a mandatory requirement.



## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All Citizenship and Immigration Canada (CIC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out on the [CIC Website](#).

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the [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 [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

Bids must be submitted only to Citizenship and Immigration Canada 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 will not be accepted.**

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **5 (five)** 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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 Former Public Servant

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;



- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) 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.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I:      Technical Bid - one soft/electronic copy in PDF format
- Section II:     Financial Bid - one soft/electronic copy in PDF format
- Section III:    Certifications - one soft/electronic copy in PDF format

**Canada requests that respondents submit their response in unprotected (i.e. no password) PDF format by email. Complete size of emails containing a response must not exceed 10MB. Emails exceeding 10MB will not be received. Should the size of email(s) exceed 10MB, respondents must contact the Contracting Authority at least 48 hours prior to the closing date to discuss alternatives.**

**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 their bid:

- (a) use a numbering system that corresponds to the bid solicitation; and
- (b) page numbering must be used on the bottom right of each page of the proposal

#### **Section I:      Technical Bid**

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

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

#### **Section II:     Financial Bid**

Bidders must submit their financial bid in accordance with Appendix "E", Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix "G", Vendor Information and Authorization and include it with their bid:

1. Their legal name;
2. Their [Business Number](#) (BN); and





3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
  - a) their bid; and
  - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's per diem rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in Appendix "E", Basis of Payment.

### **3.2 SACC Manual Clauses**

#### **C3011T (2013-11-06) - Exchange Rate Fluctuation**

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

#### **Section III: Certifications**

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

#### **Section IV: Additional Information**

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

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

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder’s proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

| Item      | Mandatory Technical Criteria   | Met or Not Met | Cross Reference to Proposal |
|-----------|--|----------------|-----------------------------|
| <b>M1</b> | <p>The Bidder must demonstrate that the proposed resource have obtained a university degree from a recognized* university in human resources management, labour or industrial relations, psychology, public or business administration, organizational development, education sciences, social sciences, or sociology.</p> <p>To demonstrate this criterion, at the time of bid closing, the Bidder must provide a copy of the proposed resource degree from a recognized post-secondary institution.</p> <p><i>*A recognized post-secondary institution is defined as: A public or private institution that has been given authority to grant degrees, diplomas, and other credentials by a public or private act of a provincial/territorial legislature or through a government-mandated quality assurance mechanism. For greater certainty, also included are institutions authorized to grant specific academic credentials for specific academic programs.</i></p> |                |                             |



|           |   |  |  |
|-----------|---|--|--|
| <b>M2</b> | <p>The Bidder must propose resource that has a minimum of three (3) years of experience in the field of Anti-Racism, Equity, Diversity and Inclusion (AREDI) within ten (10) years of the bid closing date.</p> <p>To demonstrate compliance, at the time of bid closing, the Bidder must demonstrate that the resource completed AREDI related review projects that include:</p> <ul style="list-style-type: none"> <li>i. conducting a complete analysis of existing programs, products and practices, and conducting consultations with various stakeholders and making recommendations to address systemic bias.</li> </ul> |  |  |
|-----------|---|--|--|

#### 4.1.1.2 Point Rated Technical Criteria

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

| Item      | Rated Criteria   | Point Allocation  | Bidders Score | Demonstrated Compliance, cross-reference to Resume |
|-----------|--|---|---------------|--|
| <b>R1</b> | <p>The Bidder should demonstrate that the proposed resource has experience in the analysis and assessment of existing Federal Government programs and their products with regards to real or perceived bias or Racial impact assessments.</p> <p>To demonstrate compliance with this criterion, at the time of bid closing, the Bidder should submit project summaries that involved an in-depth assessment of the organizations products.</p> <p>For each project the Bidder should provide the following information:</p> <ul style="list-style-type: none"> <li>a. Name of Project;</li> <li>b. Project duration in MM-YY to MM-YY format;</li> </ul> | <p>Bidders will be allotted 1 point for each element (a. to g.) for a total of 7 points per project.</p> <p>A maximum of 7 projects will be evaluated for a <b>total maximum</b> score of <b>49 points</b>.</p> |               |  |



|           |  |  |  |  |
|-----------|--|--|--|--|
|           | <p>c. Description of role of the resources on the project;</p> <p>d. A summary of each project;</p> <p>e. Name of the client organization;</p> <p>f. Name, title and email address of the client reference contact;</p> <p>g. Details of the in-depth assessment of the organizations products.</p>  |  |  |  |
| <b>R2</b> | <p>The Bidder should demonstrate that the proposed resource has successfully reported findings to Federal Government Senior Management within five (5) years of the bid closing date.</p> <p>To demonstrate compliance with this criterion, at the time of bid closing, the Bidder should submit project summaries that include the following information:</p> <p>a. Name of Project;</p> <p>b. Project duration in MM-YY to MM-YY format;</p> <p>c. Description of the role of the resources on the project;</p> <p>d. A summary of each project;</p> <p>e. Name of the client organization;</p> <p>f. Name, title and email address of the client reference contact;</p> <p>g. Details of the in-depth assessment of the organizations employment systems.</p> | <p>Bidders will be allotted 1 point for each element (a. to g.) for a total of 7 points per project.</p> <p>A maximum of 5 projects will be evaluated for a <b>total maximum score of 35 points.</b></p>   |  |  |
| <b>R3</b> | <p>The Bidder should demonstrate they have promoted anti-racism and diversity through the following corporate activities within the organisation:</p> <p>1.The Bidder has internally published policies or commitments on anti-racism and inclusiveness. The Bidder must provide the following with the bid:</p> <p>a. A description of the policy or commitment; and</p> <p>b. A copy of the policy or the commitment documents including their effective date.</p> <p>2.The Bidder’s employees are mandated to take mandatory training on anti-racism. The Bidder must provide the following with the bid:</p>   | <p>Bidders will be allotted 2 points for each demonstrated activity (1 to 5) for a total score of <b>10 points.</b></p> <p>To obtain 2 points, the bidder must describe the activity and provide the required supporting documentation.</p> <p>Bidders will be allotted 2 additional points as follows:</p> <p><b>2 points</b> - Bidder has demonstrated at least 4 of the 5 activities.</p> <p><b>1 point</b> – Bidder has demonstrated at least 2 of the 5 activities.</p> |  |  |



|   |   |  |  |            |
|---|---|--|--|------------|
|   | <p>a. A description of the training;<br/> b. The name of the training course;<br/> c. The name of the service provider;<br/> d. A copy of the course outline (if developed internally).</p> <p>3.The Bidder’s employees are mandated to take unconscious bias training. The Bidder must provide the following with the bid:</p> <p>a. A description of the training;<br/> b. The name of the training course;<br/> c. The name of the service provider;<br/> and<br/> d. A copy of the course outline (if developed internally)</p> <p>4.The bidder has made publicly available organizational commitments to a diverse workforce. The Bidder must provide the following with the bid:</p> <p>a. A description of the commitment;<br/> b. A copy of the commitment documents including their effective date.</p> <p>5.The bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce. The Bidder must provide the following with the bid:</p> <p>a. A description of the strategy(ies);<br/> b. Copies of job postings or other staffing/recruitment documents demonstrating compliance with the criterion.</p> | <p>Bidders may obtain a <b>maximum total score of 12 points.</b></p> |  |            |
| <b>Total Points (62 minimum passing mark)</b> |   |  |  | <b>/96</b> |

#### 4.1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide all inclusive fixed per diem rates for the resource category being proposed in accordance with the bid solicitation, for the contract period.



The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

The “TOTAL EVALUATED PRICE” in Annex “E”, Basis of Payment, excluding taxes, will be used to determine the financial evaluation score.

### **4.1.3 Formulas in Pricing Schedule**

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

### **4.1.4 Substantiation of Professional Services Rates**

In Canada’s experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates for professional services bids, Canada may, but will have no obligation to, require price support for any rates proposed (either for all or for specific resource categories). Examples of price support that Canada would consider satisfactory include:

- a) documentation (such as billing records) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm’s length) for services similar to the services that would be provided by the relevant resource category, where those services were provided for at least one month and the fees charged are equal to or less than the rate offered to Canada (to protect the privacy of the customer, the Bidder may black out the customer’s name and personal information on the invoice submitted to Canada);
- b) a signed contract between the Bidder and an individual qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount payable under that contract by the Bidder to the resource is equal to or less than the rate bid for that resource category;
- c) a signed contract with a subcontractor who will perform the work under any resulting contract, which provides that the required services will be provided at a rate that is equal to or less than the rate bid for the relevant resource category (and where the resource meets all the qualifications described in this bid solicitation); or
- d) details regarding the salary paid to and benefits provided to the individuals employed by the Bidder qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category where the amount of compensation, when converted to a per diem or hourly rate (as applicable), is equal to or less than the rate bid for that resource category.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (either the information described in the examples above, or other information that demonstrates that it will be able to recover its own costs based on the rates it has proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder’s ability to provide the required services at the rates bid, while, at a minimum, recovering its own costs. Where Canada determines that the information provided by the Bidder does not demonstrate the Bidder’s ability to recover its own costs in providing the



relevant resource, Canada may declare the bid non-compliant, if the rate is at least **20%** of or lower than the median price bid by compliant bidders for the first year of the resulting contract for the relevant resource(s). Only the Firm Per Diem Rates of proposals that are technically responsive will be considered.

## 4.2 Basis of Selection

### 4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

4.2.1.2 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 **62** points for overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **96** points.

4.2.1.3 Bids not meeting (a), (b) or (c) will be declared non-responsive.

4.2.1.4 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40% for the price.

4.2.1.5 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

4.2.1.6 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

4.2.1.7 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.1.8 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 60/40 ratio of technical merit and price, respectively. The total available points equal's 135 and the lowest evaluated price is \$45,000 (45).**

#### Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)

|                         | 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         |
| Technical Merit Score   | 115/135 x 60 = 51.11 | 89/135 x 60 = 39.56 | 92/135 x 60 = 40.89 |



|                        |                      |                           |                           |                           |
|------------------------|----------------------|---------------------------|---------------------------|---------------------------|
| <b>Calculations</b>    | <b>Pricing Score</b> | <b>45/55 x 40 = 32.73</b> | <b>45/50 x 40 = 36.00</b> | <b>45/45 x 40 = 40.00</b> |
| <b>Combined rating</b> |                      | <b>83.84</b>              | <b>75.56</b>              | <b>80.89</b>              |
| <b>Overall rating</b>  |                      | <b>1<sup>st</sup></b>     | <b>3<sup>rd</sup></b>     | <b>2<sup>nd</sup></b>     |





## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](#) website, 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 specified will render the bid non-responsive

#### **5.2.1 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 webpage.

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.

#### **Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



### **5.2.2 Status and Availability of Resources**

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

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

### **5.2.3 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



## **PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirement**

1. Before award of a contract, the following conditions must be met:
  - a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses
  - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
  - d. the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - e. For additional information on security requirements, bidders should contact the Contracting Authority.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](#) of Public Works and Government Services Canada website.



## **PART 7 - RESULTING CONTRACT CLAUSES**

### **APPENDIX “A”, GENERAL TERMS AND CONDITIONS**

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

#### **A1. Standard Acquisition Clauses and Conditions Manual**

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

**A1.1** An electronic version of the [SACC Manual](#) is available on the Buy and Sell Website.

**A1.2** An electronic version of the Citizenship and Immigration Canada (CIC) Contract Terms and Conditions is available on the [CIC Website](#).

#### **A2. Terms and Conditions of the Contract**

**A2.1** The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

#### **A3. General Conditions**

**A3.1** General Conditions [CIC-GC-001 \(2020-12-02\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.



## APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

### B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Annex “B” – Supplemental Terms and Conditions;
- c) Annex “A” – General Terms and Conditions;
- d) Annex “C” – Terms of Payment
- e) Annex “D” – Statement of Work;
- f) Annex “E” – Basis of Payment;
- g) Annex “F” – Security Requirement Checklist (SRCL);
- h) Annex “G” – Vendor Information and Authorization Form; and
- i) the Contractor’s proposal dated \_\_\_\_\_(TBD)

### B2. CIC Clauses

The following Citizenship and Immigration Canada Terms and Conditions are incorporated by reference and form part of this Contract:

| ID  | Date | Title |
|---|------|-------|
| <a href="#">CIC-SC-001(2015-02-16), Contractor Owns Intellectual Property (IP) Rights in Foreground Information</a> |      |       |

### B3. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

| ID                     | Date                       | Title   |
|------------------------|----------------------------|---|
| <a href="#">A9117C</a> | <a href="#">2007-11-30</a> | <a href="#">T1204 - Direct Request by Customer Department</a> |
| <a href="#">A9116C</a> | <a href="#">2007-11-30</a> | <a href="#">T1204 Information Reporting by Contractor</a>     |
| <a href="#">C0705C</a> | <a href="#">2010-01-11</a> | <a href="#">Discretionary Audit</a>                           |

### B4. Security Requirement

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

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS) with approved document safeguarding at the level of **protected B**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to **protected** information, assets or work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC



3. The contractor **must not** utilize its Information Technology systems to electronically process, produce or store **protected** information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **protected B**, including an IT Link up to the level of **protected B**
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor/offeror must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Appendix F
  2. Contract Security Manual (latest edition)

#### **B5. Period of Contract**

The period of the Contract is from date of contract award to March 31, 2024.

#### **B6. Termination on Thirty (30) Days Notice**

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

#### **B7. Certifications / Compliance and Additional Information**

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.

#### **B8. Insurance Requirements**

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.

#### **B9. Closure of Government Offices**

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.



## **B10. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work in Appendix “D”.

## **B11. Authorities**

### **B11.1 Contracting Authority**

The Contracting Authority for the Contract is:

**<The Contracting Authority for the Contract is to be identified at Contract award>**

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

### **B11.2 Project Authority**

The Project Authority for the Contract is:

**<The Project Authority for the Contract is to be identified at Contract award>**

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

### **B11.3 Technical Authority**

**<The Technical Authority for the Contract is to be identified at Contract award>**

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

## **B12. Proactive Disclosure of Contract 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.







## APPENDIX “C”, TERMS OF PAYMENT

### C1. Basis of Payment

#### Professional Service (Per Diem) – Single Resource

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract:

The Contractor will be paid a sum not to exceed \$ \_\_\_\_\_ (*insert amount at contract award*) for fees, billable at a per diem rate of \$ \_\_\_\_\_ (*insert amount at contract award*).. A day shall be considered to consist of seven and one-half hours; work of more or less a day shall be prorated to the time actually worked. Invoices submitted will detail the applicable resource, the per diem, the level of effort and the total sum. The invoice is payable on its receipt and upon acceptance of the level of effort. Customs duties are included and applicable taxes are extra.

### C2. Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Appendix “E”, to a limitation of expenditure of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and applicable taxes are extra.

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and applicable taxes are extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a) when it is 75 percent committed, or
  - b) four (4) months before the contract expiry date, or
  - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### C3. Method of Payment - Monthly

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.

#### **C4. Applicable Taxes**

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$\_\_\_\_\_ (to be determined at contract award), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

#### **C5. Invoicing Instructions**

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

Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed;
  - b) a copy of the release document and any other documents as specified in the Contract;
  - c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- 2. Invoices must be distributed as follows:
    - a) The original and one (1) copy must be forwarded to the following address for certification and payment. (to be inserted at contract award
    - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **C6. Travel and Living Expenses**

"Canada will not accept any travel and living expenses for:

- a) Work performed within the National Capital Region (NCR). The NCR is defined in the [National Capital Act](#), R.S.C. 1985, c. N-4, S.2.;
- b) Any travel between the Contractor's place of business and the NCR; and
- c) Any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the firm price for professional fees specified above."



## APPENDIX “D”, STATEMENT OF WORK

### D1. Title

One (1) Anti-Racism Consultant to assist with the work within the Citizenship and Passport Programs Branch (CPPB) of Immigration, Refugees and Citizenship Canada’s (IRCC).

### D2. Objective

CPPB-IRCC requires the services of a Anti-Racism Consultant with professional expertise in systemic bias. The expert will be brought on to support two consecutive phases of work. Phase one (starting fiscal year 2023/2024) will involve conducting a current state assessment of bias in functional guidance and other materials referenced by decision makers and providing recommendations for how to address/implement the findings.

Phase two (fiscal year 2023/2024 and ending March 2024) will build on Phase one’s recommendations, developing a plan to implement recommendations provided in Phase one and implementing short term deliverables. The End Report is to be submitted to the IRCC Project Authority by March 31, 2024.

This project will benefit most from the expertise of a resource with lived experience related to Anti-Racism, Equality, Diversity and Inclusion (ARED) but is open to a resource with experience in the field and with experience evaluating programs for systemic bias.

### D3. Background

In June 2021, the Clerk of the Privy Council, Canada’s senior public servant, set out three directives that all departments are expected to meet:

1. Change the culture of the public service to be more inclusive;
2. Reflect diversity and increase the representation of Black, other racialized and Indigenous People, as well as persons with disabilities, throughout all levels of federal organizations; and
3. Update policies and programs, to ensure they’re more inclusive and free of systemic racism and barriers.

Federal departments are acting on these directives and putting in place processes to measure and regularly report on their actions and progress.

Stemming from IRCC’s Operations Sector Anti-Racism Commitments, CPPB is focussed on:

- Supporting the review of all policies and programs to identify systemic racism, barriers in program and service delivery, and the disparate impacts on racialized groups;
  - **2A)** Assessing both formal and informal training programs delivered to officers at posts with an AR lens.
  - **2C)** Investigating pressure points in service delivery where racism could be a factor (e.g. triaging of citizenship applications).
  - **2D)** Identifying policies that perpetuate barriers.



#### **D4. Tasks**

The tasks required of the contractor's resource include, but is not limited to:

- 4.A Phase one (Fiscal 2023/2024 – Fall 2023): Conducting a current state assessment of bias in functional guidance and other materials referenced by decision makers and providing recommendations for how to address the findings:
  - 4.A.1 Assessing and evaluating CPPB's functional guidance, training documentation, and other materials referenced by decision makers using the Anti-Racism tools developed by IRCC's Anti-Racism Task Force.
  - 4.A.2 Working with key stakeholders and subject matter experts from CPPB on the review and application of Anti-Racism tools.
  - 4.A.3 Collaborating with CPPB's subject matter experts to assist on delivering the mandates of the Anti-Racism Coalition (ARC) and the Anti-Racism Service Delivery Working Group (CARS-WG).
  - 4.A.4 Assess and evaluate guidance materials to support decision makers in combating bias in decision-making.
  - 4.A.5 Collaborate with IRCC Project Authority to engage departmental stakeholders as necessary, in order to fulfill tasks.
  
- 4.B Phase two: Developing a plan to implement recommendations provided in Phase one and implementing short term deliverables.
  - 4.B.1 Reporting on the findings of the evaluation through written reports and verbal updates. Final report to be submitted by March 15, 2024.
  - 4.B.2 Based on the current state assessment in 4.A Phase one, ensure a clear understanding of the current state, desired outcomes, and initial recommendations so final deliverables of Phase two are achievable and realistic.
  - 4.B.3 Consult with the IRCC Project Authority to determine the feasibility of implementing the proposed recommendations and tools and to identify any potential issues.
  - 4.B.4 Providing recommendations for implementation based on the results of the evaluation.
  - 4.B.5 Report updates and insights to the IRCC Project Authority on an agreed upon frequency.
  - 4.B.6 Submit documents/reports for review to the IRCC Project Authority; address any deficiencies or comments from the IRCC Project Authority within 3 business days of receipt
  - 4.B.7 Develop additional recommendations to address the identified issues and gaps related to bias in application decisions made by a delegated or designated IRCC employee under the department's legislated mandate.
  - 4.B.8 Confirm the recommendations and deliverable(s) with IRCC's Project Authority.



**D5. Deliverables**

| <b>Delivery Schedule</b> |                               |
|--------------------------|-------------------------------|
| Phase 1                  | Nov. 1, 2023 to Dec. 31, 2023 |
| Phase 2                  | Jan. 1, 2023 to Feb. 28, 2024 |
| Final Report             | March 15, 2024                |
|                          |                               |

The contractor’s resources will be required to deliver draft and final versions related to section D4.

All documents must be provided in an electronic format of IRCC’s choice and sent to the IRCC Project Authority.

Final acceptance of the deliverables will be given by the IRCC Project Authority within 15 working days.

**D6. Reporting**

A weekly written update on the discovery process, findings, completed actions and next steps.

Where required, (virtual or in-person) check-ins with the project authority may be scheduled to provide project status updates, discuss blockers, to seek Project Authority input, etc.

Documentation must be developed using MS Office Suite products (i.e. Word, Excel, PowerPoint) and submitted via email to the Project Authority using an agreed upon format.

**D7. Limitations and Constraints**

- 7.1 Ensure that the information provided, the scope of the work, the required deliverables, required deadlines, and communication and access to protocols are clearly understood and respected
- 7.2 Ensure deliverables provided are high-quality, well-detailed, coordinated and reviewed.
- 7.3 Ensure content is not shared outside the project team or context of the project.
- 7.4 Communication and collaboration will occur predominantly over MS Teams or by email given the current COVID-19 situation.
- 7.5 The contractor is responsible for ensuring that all aspects and deliverables of the project comply the following:
  - Privacy Act;
  - Access to Information Act;
  - Financial Administration Act;
  - Library and Archives of Canada Act;
  - Public Opinion Research Contract Regulations;
  - Policy on Communications and Federal Identity;
  - Directive on the Management of Communications;



- Government of Canada Standards for conducting public opinion research

#### 7.6 Accessibility Requirements

- Provide eligible interview respondents with a means to communicate their specific accessibility needs to enable participation, for example through an alternative mode of data collection or assistive technology.
- Describe how accessibility for persons with disabilities will be taken into consideration during research design and implementation.
- Make questionnaires accessible for all eligible respondents and facilitate their participation as feasible, using assistive technologies or alternative modes of data collection. Researchers should inform respondents of the available assistive technologies or alternatives.

#### **D8. Official Languages**

Sector engagement should be performed in the official language of preference of the interviewee, either in English or in French. IRCC Project Authority will provide complementary language support for engagement sessions.

All work and deliverables can be provided in English only. Any translation of documents in both official languages will be the responsibility of IRCC.

#### **D9. Travel**

Work associated with this requirement must be carried out in the National Capital Region (NCR) and no travel will be required outside of the NCR. Canada will not pay for any travel or living expenses associated with performing the work.

#### **D10. Availability of Personnel**

The Contractor certifies that they, it's employees and subcontractors will be available to commence performance of the work from the Contract award date and will remain available to perform the work in relation to the fulfillment of this requirement.

#### **D11. Diversity**

IRCC is committed to making our Department more inclusive for everyone and fostering an equitable workplace culture that values diversity and creates an environment that is welcoming and rewarding for all. We encourage the businesses that work with us to reflect these values. More information can be found at: <https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service2.html>



## APPENDIX “E”, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”.

Canada's total liability to the Contractor under the Contract shall not exceed **\$117,000.00, including all options, travel expenses and all applicable taxes.**

1. The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive per diem rate (in Cdn \$) for each of the Consultant Categories identified.
2. The prices or rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
  - all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the [Justice Website](#);
  - any travel expenses for travel between the Contractor’s place of business and the NCR; and
  - any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
3. The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

| TABLE A   |                                  |                                    |  |
|---|----------------------------------|------------------------------------|--|
| Category  | (A)<br>Estimated Level of Effort | (B)<br>Firm All Inclusive per diem | (C)<br>Subtotal for Table A<br>(C) = (A)x(B) |
| <b>INITIAL CONTRACT PERIOD</b><br>From contract award - to March 31, 2024 |                                  |                                    |  |
| Anti-Racism Consultant  | 125                              | To be provided by Bidder           | To be provided by Bidder                     |
| <b>TOTAL for TABLE A (sum of column C)</b>                                |                                  |                                    | To be provided by Bidder                     |



### 1.1 Definition of a Day/Proration:

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the fixed daily rate will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours}}$$

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





## APPENDIX "F", SECURITY REQUIREMENTS CHECKLIST (SRCL)



Government of Canada / Gouvernement du Canada

|  |
|--|
| Contract Number / Numéro du contrat<br>155953                        |
| Security Classification / Classification de sécurité<br>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 /<br>Ministère ou organisme gouvernemental d'origine<br>IRCC   | 2. Branch or Directorate / Direction générale ou Direction<br>CPPB        |   |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance<br>n/a   | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant |   |
| 4. Brief Description of Work / Brève description du travail<br>One (1) Business Consultant to assist with the Anti-Racism work within the Citizenship and Passport Programs Branch (CPPB) of Immigration, Refugees and Citizenship Canada's (IRCC).   |   |   |
| 5. a) Will the supplier require access to Controlled Goods?<br>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?<br>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?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?<br>(Specify the level of access using the chart in Question 7. c)<br>(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.<br>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?<br>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 <input type="checkbox"/>                                | PROTECTED A / PROTÉGÉ A <input type="checkbox"/>  |
| PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>   | NATO NON CLASSIFIÉ <input type="checkbox"/>                               | PROTECTED B / PROTÉGÉ B <input type="checkbox"/>  |
| PROTECTED C / PROTÉGÉ C <input type="checkbox"/>  | NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>      | PROTECTED C / PROTÉGÉ C <input type="checkbox"/>  |
| CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>  | NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>            | CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>  |
| SECRET / SECRET <input type="checkbox"/>  | NATO SECRET / NATO SECRET <input type="checkbox"/>                        | SECRET / SECRET <input type="checkbox"/>  |
| TOP SECRET / TRÈS SECRET <input type="checkbox"/>   | COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>           | TOP SECRET / TRÈS SECRET <input type="checkbox"/>   |
| TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>   |   | TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>                           |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



|  |
|--|
| Contract Number / Numéro du contrat<br>155953                        |
| Security Classification / Classification de sécurité<br>UNCLASSIFIED |

**PART A (continued) / PARTIE A (suite)**

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

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

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

**PART B - PERSONNEL (SUPPLIERS) / 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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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



|  |
|--|
| Contract Number / Numéro du contrat<br>115953                        |
| Security Classification / Classification de sécurité<br>UNCLASSIFIED |

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

| Category / Catégorie                                      | PROTECTED / PROTÉGÉ |   |   | CLASSIFIED / CLASSIFIÉ |            |                           | NATO              |                   |                   |                   | COMSEC              |   |              |              |            |            |
|---|---------------------|---|---|------------------------|------------|---------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---|--------------|--------------|------------|------------|
|   | A                   | B | C | CONFIDENTIAL           | SECRET     | TOP SECRET                | NATO RESTRICTED   | NATO CONFIDENTIAL | NATO SECRET       | COMSEC TOP SECRET | PROTECTED / PROTÉGÉ |   |              | CONFIDENTIAL | SECRET     | TOP SECRET |
|   |                     |   |   | CONFIDENTIAL           | TOP SECRET | NATO DIFFUSION RESTRICTED | NATO CONFIDENTIAL | SECRET            | COMSEC TOP SECRET | A                 | B                   | C | CONFIDENTIAL | SECRET       | TOP SECRET |            |
| Information / Asses / Renseignements / Biais / 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 / Non  Yes / Oui

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

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

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





# APPENDIX "G", VENDOR INFORMATION AND AUTHORIZATION FORM

## Vendor Name and Address

---

---

---

---

### Legal Status (incorporated, registered, etc.)

- Individual (Sole proprietor)
- Privately owned corporation
- Joint Venture or Corporate entity
- Other (specify):

### GST or HST Registration Number and Business Number (Revenue Canada)\

---

### Name and Title of Person authorized to sign on behalf of Vendor

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Each proposal must include a copy of this page properly completed and signed.