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Proposition aux: **Infrastructure Canada**

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Infrastructure Canada  
1100-180 Kent Street / 1100-180, rue Kent  
Ottawa ON K1P0B6

<b>Title – Sujet</b> Assessment of Internal Controls over Financial Reporting and Financial Management	
<b>Solicitation No. – N° de l'invitation</b> INFC-2023/2024 PS5081	<b>Date</b> January 17, 2024
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<b>GETS Reference No. – N° de reference de SEAG</b> -	
<b>File No. – N° de dossier</b>	<b>CCC No. / N° CCC - FMS No. / N° VME</b>
<b>Solicitation Closes – L'invitation prend fin</b> <b>at 02 :00 PM</b> <b>on February 19, 2024</b>	
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<b>Address Inquiries to : - Adresser toutes questions à:</b> <a href="mailto:procurement-provisionnement@infcc.gc.ca">procurement-provisionnement@infcc.gc.ca</a>	<b>Buyer Id – Id de l'acheteur</b>
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<b>Signature</b>	<b>Date</b>

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**TITLE**

Bid solicitation # INFC-2023/2024-PS5081 – Assessment of Internal Controls, issued under the framework of the Professional Audit Support Services Supply Arrangement (PASS SA) E60ZQ-180001, for the provision of the following professional services: Stream 6: Financial and Accounting Services.

**PART 1 – GENERAL INFORMATION****1.1 Introduction**

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

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

The Attachments include the List of Suppliers, Pricing Schedule, Technical Criteria, Additional Certifications Precedent to Contract Award, and Additional certifications Required with the Bid.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, Task Authorization Form, Non-Disclosure Agreement and the Task Authorization Form.

The list of suppliers being invited to bid on this bid solicitation is provided as Attachment 1 to Part 1. This list will not be updated if additional suppliers request copies of the bid solicitation.

**1.2 Summary**

The Internal Controls team within Finance & Administration division is responsible for conducting regular risk assessments, including fraud risk evaluations, as well as assessments of key business process control areas, as per INFC's Ongoing Monitoring Plan. The Internal Controls team is seeking the assistance of professional experts who are able to provide resources on an "as required basis" to support a strong and effective system of internal controls.

The period of any resulting contract will be from contract award date to March 31, 2025 inclusive. Any resulting contract will include an irrevocable option to extend the resulting contract term by up to four additional one year periods under the same conditions.

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1.2.1 Infrastructure Canada seeks to establish up to two contracts under the Professional Audit Support Services (PASS) Supply Arrangement, under the following Streams:

6. Financial and Accounting Services;

Canada is seeking to establish up to two contracts for Stream 6: Financial and Accounting Services as defined in Annex "A", Statement of Work, and to be provided under the Contract, on an "as and when requested" basis only, for five years including option periods (if applicable) for the Infrastructure Canada

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

1.2.3 The resulting contracts will not include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to be treated as a separate procurement not forming part of the bid solicitation.

### **1.3 Debriefings**

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

## **ATTACHMENT 1 TO PART 1, LIST OF SUPPLIERS**

The requirement described in this RFP is open to pre-qualified suppliers for the following stream(s) of the PASS SA:

### **Stream 6: Financial and Accounting Services;**

- 1) A Hundred Answers Inc.
- 2) Altis Human Resources (Ottawa) Inc.
- 3) Anjko Consultants Inc., Samson & Associé-CPA Consultation Inc.-Samson & Associates CPA-Consulting Inc., in Joint Venture
- 4) BDO Canada LLP
- 5) Collins Barrow Ottawa LLP
- 6) Deloitte LLP
- 7) Ernst & Young LLP
- 8) FMC Professionals Inc.
- 9) KPMG LLP
- 10) MNP LLP
- 11) Niewe Technology and Consulting Ltd.
- 12) Orbis Risk Consulting Inc.
- 13) Otus Strategic Financial Business Planning Group
- 14) Pricewaterhouse Coopers LLP
- 15) QMR Staffing Solutions Incorporated, Windreach Consulting Services Incorporated, In Joint Venture
- 16) Raymond Chabot Grant Thornton Consulting Inc.
- 17) THE RIGHT DOOR CONSULTING & SOLUTIONS INCORPORATED, Baker Tilly Ottawa Management Consultants Inc. IN JOINT VENTURE

## **PART 2 – BIDDER INSTRUCTIONS**

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

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

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

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

Subsection 3.a) of Section 01, Integrity Provisions - Bid, of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

### **2.2 Submission of Bids**

Bids must be submitted only to Infrastructure 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 Inquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 3 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

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

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



## **2.5 Bid Challenge and Recourse Mechanisms**

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

2.5.2 Canada encourage 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:

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

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

## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid [ 1 soft copy in PDF format via email ];  
Section II: Financial Bid [ 1 soft copy in PDF format via email ];  
Section III: Certifications [ 1 soft copy in PDF format via email ]; and  
Section IV: Additional Information [1 soft copy in PDF format via email ].

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

### **3.2 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.

#### **Substantiation of Technical compliance for Proposed Resources:**

A. For educational requirements for a particular degree, designation or certificate, PWGSC will only consider educational programs that were successfully completed by the resource by the time of bid closing. If the degree, designation or certification was issued by an educational institution outside of Canada, the Bidder is requested to provide a copy of the results of the academic credential assessment and qualification recognition service issued by one of the members of the Canadian Information Centre for International Credentials (CICIC). If the Bidder has not included the copy of the results in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit it during the evaluation period. If the Bidder has not submitted the copy of the results within 2 working days of the request by the Contracting Authority, its bid will be declared non-responsive. Bidders should note that in addition to providing a copy of the results of the academic credential assessment and qualification recognition service, Bidders are also required to provide a copy of the original degree, designation, certificate or any other document required as per the bid solicitation as proof of education.

B. For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued. If the degree, diploma or certification was issued by an educational institution outside of Canada, the Bidder is requested to provide a copy of the results of the academic credential assessment and qualification recognition service issued by one of the members of the Alliance of Credential Evaluation Services of Canada (ACESC). If the Bidder has not included the copy of the results in its bid, the Contracting Authority will provide an opportunity to the

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Bidder to submit it during the evaluation period. If the Bidder has not submitted the copy of the results within 2 working days of the request by the Contracting Authority, its bid will be declared non-responsive. Bidders should note that in addition to providing a copy of the results of the academic credential assessment and qualification recognition service, Bidders are also required to provide a copy of the original degree, designation, certificate or any other document required as per the bid solicitation as proof of professional designation or membership.

**Customer Reference Contact Information**

The Bidder must provide customer references. The customer reference must each confirm, when requested by INFC:

- 1- If the proposed resource's contribution was accurately described; and
- 2- At what level did elements meet expectations.
  - a. All elements exceeded expectations
  - b. All elements met expectations
  - c. All elements did not meet expectations/cannot validate

For each customer reference, the Bidder must complete the Attachement 4 to Part 4, Client Reference Form.

**3.3 Section II: Financial Bid**

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- B.** Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

**D. Electronic Payment of Invoices - Bid**

Electronic Payment Instruments will be accepted for payment of invoices. The following Electronic Payment Instrument(s) are accepted:

- Direct Deposit (Domestic and International)

**3.4 Section III: Certifications**

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

**3.5 Section IV: Additional Information**

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also 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 their bid, and any contract that may result from their bid;

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4. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
  - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
    - 1) the name of the individual;
    - 2) the date of birth of the individual; and
    - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - and
  - b) for each proposed location of work performance or document safeguarding, the address containing the information below.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

**INFC-2023/2024 PS5081****ATTACHMENT 1 to PART 3, PRICING SCHEDULE**

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

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

	<b>STREAM #6 Financial and Accounting Services</b>	<b>QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)</b>
<b>1</b>	<b>Period 1 - Contract Award Date to March 31, 2025</b>	
<b>1a</b>	Project Manager/Leader	
<b>1b</b>	Senior Auditor	
<b>1c</b>	Auditor	
	<b>Total Period 1:</b>	
<b>2</b>	<b>Optional Period 1 – April 1, 2025 to March 31, 2026</b>	
<b>2a</b>	Project Manager/Leader	
<b>2b</b>	Senior Auditor	
<b>2c</b>	Auditor	
	<b>Total Optional Period 1:</b>	
<b>3</b>	<b>Optional Period 2 – April 1, 2026 to March 31, 2027</b>	
<b>3a</b>	Project Manager/Leader	
<b>3b</b>	Senior Auditor	
<b>3c</b>	Auditor	
	<b>Total Optional Period 2:</b>	
<b>4</b>	<b>Optional Period 3 – April 1, 2027 to March 31, 2028</b>	
<b>4a</b>	Project Manager/Leader	
<b>4b</b>	Senior Auditor	
<b>4c</b>	Auditor	
	<b>Total Optional Period 3:</b>	
<b>5</b>	<b>Optional Period 4 – April 1, 2028 to March 31, 2029</b>	
<b>5a</b>	Project Manager/Leader	
<b>5b</b>	Senior Auditor	
<b>5c</b>	Auditor	
	<b>Total Optional Period 4:</b>	
		Evaluated Price: \$ _____
		GST/HST \$ _____
		Total: \$ _____
	<b>(Evaluated Price = sum of Total Period 1 + Total Optional Period 1 + Total Option Period 2 + Total Optional Period 3 + Total Option Period 4)</b>	

## **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Joint Venture Experience**

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- o Contracts all signed by A;
- o Contracts all signed by B; or
- o Contracts all signed by A and B in joint venture, or
- o Contracts signed by A and contracts signed by A and B in joint venture, or
- o Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

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- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

**4.1.1.2 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

**4.1.1.3 Point Rated Technical Criteria**

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

**4.1.1.4 Reference Checks**

- a) Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.
- b) If Canada does not receive a response from the contact person within the 5 working days, Canada will not contact the Bidder and will not permit the substitution of an alternate contact person.
- c) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- d) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if the reference customer states they are unable or unwilling to provide the information requested,

**4.1.2 Financial Evaluation**

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

**4.2 Basis of Selection****4.2.1. Highest Combined Rating of Technical Merit [60%] and Price [40%]**

4.2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

4.2.1.2 Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.2.1.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i):  $PS_i = LP / P_i \times 30$ .  $P_i$  is the evaluated price (P) of each responsive bid (i).

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4.2.1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i):  $TMS_i = OS_i \times 60$ .  $OS_i$  is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.

4.2.1.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows:  $CR_i = PS_i + TMS_i$ .

4.2.1.6 The responsive bids will be ranked in descending order of combined rating of technical merit and price; the responsive bid with the highest combined rating of technical merit and price being ranked first. Of the highest ranked responsive bids in descending order of combined rating of technical merit and price, up to 2 will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, these bids will be ranked

in descending order of the overall scores obtained for point rated criteria detailed in Attachment 1 to Part 4; the responsive bid obtaining the highest overall score being ranked the highest.

4.2.1.7 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 the technical merit and price, respectively.

<b>Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)</b>			
<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Score for All the Point Rated Technical Criteria</b>	OS1: 120/135	OS2: 98/135	OS3: 82/135
<b>Bid Evaluated Price</b>	P1: C\$60,000	P2: C\$55,000	LP and P3: C\$50,000
<b>Calculations</b>	<b>Technical Merit Score = (<math>OS_i \times 60</math>)</b>	<b>Pricing Score = (<math>LP/P_i \times 40</math>)</b>	<b>Combined Rating</b>
<b>Bidder 1</b>	$120/135 \times 60 = 53.33$	$50/60 \times 40 = 33.33$	86.66
<b>Bidder 2</b>	$98/135 \times 60 = 43.55$	$50/55 \times 40 = 36.36$	79.91
<b>Bidder 3</b>	$82/135 \times 60 = 36.44$	$50/50 \times 40 = 40.00$	76.44



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## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

The Bidder must provide the necessary documentation to support compliance with these requirements.

- a. The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation.
- b. The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by résumés and any necessary supporting documentation.
- c. The Bidder must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). For experience requirements where a minimum duration of time is required to be demonstrated (e.g. “*must have a minimum of eight (8) cumulative years of audit experience...*”), in the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.
- d. It is recommended that the Bidder include a grid in their proposals, cross-referencing statements of compliance with the supporting data and résumé evidence contained in their proposals. Note: the compliance grid, by and of itself, DOES NOT constitute demonstrated evidence. As stated in b. above, the résumés and supporting documentation will be accepted as evidence.

Bidders should provide any required references in the Technical Proposal of their bid.

The references provided by the Bidders are subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to validate the references before award of a contract. The bid will be declared non-responsive if any references given by the Bidder are untrue, whether made knowingly or unknowingly. Failure to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

For Mandatory Technical Criteria and Point Rated Technical Criteria listed below requiring Project Summaries, the Bidder must/ provide:

- Name and description of client organization;
- Name, phone, email of client ;
- Scope, objective, size in dollars and resources, project timeframe (from-to dates month/year);
- Outcomes of the project; and/or
- Description of the Consultant roles and responsibilities of the organization or resource, as applicable.

### 1.1 Mandatory Criteria

The bid must meet the mandatory corporate criteria (MC), as well as mandatory technical criteria (MT) specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

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

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<b>Mandatory Corporate Criteria (MC)</b>		
<b>#</b>	<b>Corporate Mandatory Criteria</b>	<b>Type of rating</b>
<b>MC1</b>	<p><b>Bidding Firm's project experience</b></p> <p>The Bidding Firm must demonstrate experience completing five (5) assessment projects of Internal Control over Financial Management or Financial Reporting over the last seven (7) years.</p> <p>For each project, the Bidding Firm must provide the following information:</p> <ul style="list-style-type: none"> <li>• Project title;</li> <li>• Resources dedicated to the project and their respective role;</li> <li>• The name of the organization for which the work was accomplished;</li> <li>• The duration of the project (from month/year to month/year);</li> <li>• Brief project description (300 words maximum).</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• The projects stated in this criterion can be the same as those stated in MT1 and MT2;</li> <li>• The projects stated must have been for public sector organizations such as federal, provincial, municipal, or Indigenous organizations.</li> </ul> <p>If this criterion is not met, the Bidding Firm will not be considered for this process. No additional points are awarded.</p>	<p><b>Met</b> <b>Not Met</b></p>

<b>Mandatory Technical Criteria (MT)</b>		
<b>#</b>	<b>Mandatory Technical Criteria</b>	<b>Type of rating</b>
<b>MT1</b>	<p><b>Project Manager's project experience</b></p> <p>The Bidder must propose a minimum of one (1) Project Manager who has completed the following activities within the last seven (7) years:</p> <p><u>Activity 1</u>: three (3) projects that required the assessment of internal controls over financial management or financial reporting;</p> <p><u>Activity 2</u>: two (2) projects that required performing fraud risk assessments and/or the development of a fraud risk framework.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• It is acceptable to propose one (1) resource that complies with both activities, <u>or</u> to propose two (2) resources that each comply with one activity. Activities 1 and 2 requirements must be met;</li> <li>• The projects stated must have been for public sector organizations such as federal, provincial, municipal, or Indigenous organizations.</li> </ul>	<p><b>Met</b> <b>Not Met</b></p>

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	<p>For the proposed resource(s), the following information must be provided:</p> <ul style="list-style-type: none"> <li>• Full legal name;</li> <li>• Security clearance file number and expiry date;</li> <li>• Professional designation in any one of the following: CPA, CA, CMA, or CGA;</li> <li>• Detailed CVs</li> <li>• For each project stated, please provide a brief description of 300 words maximum including: <ul style="list-style-type: none"> <li>○ The project title;</li> <li>○ The project description;</li> <li>○ The name of the organization for which the work was accomplished;</li> <li>○ The duration of the project (from month/year to month/year);</li> <li>○ The Project Manager's role and accomplishments within the project.</li> </ul> </li> </ul> <p>If this criterion is not met, the Bidder will not be considered for this process.</p> <p>If this criterion is met, additional points may be awarded as stated in PR1 if project(s) are related to the listed subjects.</p>	
<b>MT2</b>	<p><b>Other Resources' project experience</b></p> <p>The Bidder must propose a minimum of two (2) resources to support the Project Manager. These resources must have completed the following activities within the last seven (7) years:</p> <p><u>Activity 1</u>: two (2) projects that required the assessment of internal controls over financial management or financial reporting;</p> <p><u>Activity 2</u>: one (1) project that required performing fraud risk assessments and/or the development of a fraud risk framework.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• The resources proposed must be as followed: a minimum of one (1) resource as Senior Auditor and a minimum of one (1) resource as Auditor – see ATTACHMENT 2 TO PART 4, MINIMUM MANDATORY QUALIFICATIONS for all details;</li> <li>• For each level of resources (Senior Auditor and Auditor), it is accepted to propose one (1) resource that comply with both activities, <u>or</u> to propose two (2) resources that each comply with one activity. Activities 1 and 2 requirements must be met;</li> <li>• The projects stated must have been for public sector organizations such as federal, provincial, municipal, or Indigenous organizations.</li> </ul> <p>For the proposed resource(s), the following information must be provided:</p> <ul style="list-style-type: none"> <li>• Full legal name</li> <li>• Security clearance file number and expiry date</li> <li>• Education/Professional Qualifications proof as stated in ATTACHMENT 2 TO PART 4</li> <li>• Detailed CVs</li> <li>• For each project stated, please provide a brief description of 300 words maximum including: <ul style="list-style-type: none"> <li>○ The project title;</li> <li>○ The project description;</li> <li>○ The name of the organization for which the work was accomplished;</li> </ul> </li> </ul>	<b>Met Not Met</b>

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	<ul style="list-style-type: none"> <li>o The duration of the project (from month/year to month/year);</li> <li>o The resources' role and accomplishments within the project.</li> </ul> <p>If this criterion is not met, the Bidder will not be considered for this process.</p> <p>If this criterion is met, additional points may be awarded as stated in PR1 if project(s) are related to the listed subjects.</p>	
<b>MT3</b>	<p><b>Official languages competencies</b></p> <p>The proposed Project Team must have the capacity to operate in both official languages (French and English), with at least one (1) proposed Project Manager resource <u>or</u> one (1) proposed Senior Auditor resource meeting the Advanced Level – see ATTACHMENT 3 TO PART 4, LANGUAGE PROFICIENCY GRID for all details.</p> <p>If this criterion is not met, the Bidder will not be considered for this process.</p> <p>If this criterion is met, additional points may be awarded as stated in PR2.</p>	<b>Met Not Met</b>

**1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

<b>Point Rated criteria (PR)</b>		
<b>#</b>	<b>Point Rated Criteria</b>	<b>Points</b>
<b>PR 1</b>	<p><b>Proposed resources experience</b></p> <p>Points will be awarded if the projects stated in MT1 and MT2 for the Project Manager resource(s) and/or the Senior Auditor resources(s) are related to be following subjects:</p> <ul style="list-style-type: none"> <li>• Entity Level Control (ELC) assessment;</li> <li>• Information Technology General Controls (ITGC) assessment;</li> <li>• Fraud Risk Framework development.</li> </ul> <p>Points will be awarded as such: <u>10 points awarded, per project.</u></p>	Maximum points = 80 points
<b>PR2</b>	<p><b>Official languages competencies</b></p> <p>When evaluating the MT3 criteria, <u>20 points</u> will be awarded if a minimum of two (2) resources of the proposed team, a Project Manager and a Senior Auditor, have obtained an Advanced language proficiency level.</p>	Maximum points = 20 points
<b>PR3</b>	<p><b>Reference check</b></p>	Maximum points = 20 points

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	<p>Infrastructure Canada (INFC) will conduct two (2) separate reference checks on the proposed Project Manager(s) – see ATTACHMENT 4 TO PART 4, CLIENT REFERENCE FORM for all details.</p> <p>If two resources are proposed one reference check will be done per resource.</p> <p>Points will be awarded as such:</p> <ul style="list-style-type: none"> <li>• <u>0 point</u>: Did not meet expectations</li> <li>• <u>5 points</u>: Met expectations</li> <li>• <u>10 points</u>: Exceeded expectations</li> </ul> <p>If the Project Manager's references cannot be validated, no points will be awarded.</p>	
<b>PR4</b>	<p><b>Quality of the Proposal</b></p> <p>The proposal should be clear, well written and easy to understand. The following scale will be used to perform the evaluation:</p> <ul style="list-style-type: none"> <li>• <u>5 points</u>: Language very clear/concise/easy to understand. Very few typographic and/or grammatical errors.</li> <li>• <u>3 points</u>: Language clear/relatively concise/easy to understand. Some typographic and/or grammatical errors.</li> <li>• <u>1 point</u>: Language at times vague and difficult to understand. A number of typographic and/or grammatical errors.</li> </ul>	Maximum points = 5 points
	<b>Total</b>	
	Maximum Overall Mark = 125 points	

**1.3 Substantiation of Rates Quoted by Bidders in Professional services Bids**

In Canada's experience, bidders will from time to time quote rates in professional services bids for one or more categories of resources that, when they are selected as the contractor for the work, they refuse to honor during the period of the awarded contract, including any extension thereof, on the basis that the rates they quoted do not allow them to recover their own costs and/or make a profit.

When evaluating the financial bids submitted by bidders in response to this bid solicitation, Canada may, but will have no obligation to, require price support from bidders for any of the rates (either for one, several or all categories of resources) they quoted in their financial bids.

## **ATTACHMENT 2 TO PART 4, MINIMUM MANDATORY QUALIFICATIONS**

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under Stream 6: Financial and Accounting Services. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage.

### **Project Manager/Leader**

- Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA, or CGA
- Experience: within the past ten (10) years [footnote\\*](#), must have a minimum of six (6) cumulative years of financial and accounting and related services experience, including at least two (2) cumulative years of experience in leading projects relevant to the Stream

### **Senior Auditor**

- Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA, or CGA
- Experience: within the past ten (10) years [footnote\\*](#), must have a minimum of three (3) cumulative years of financial and accounting and related services experience

### **Auditor**

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA, or CGA; **or** a degree/diploma from a recognized university or college (see [Note](#) above) relevant to the Stream and/or the Statement of Work
- Experience: within the past ten (10) years [footnote\\*](#), must have a minimum of two (2) cumulative years of financial and accounting and related services experience

**ATTACHMENT 3 TO PART 4, LANGUAGE PROFICIENCY GRID**

Legend	Oral	Comprehension	Written
<b>Basic</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>ask and answer simple questions;</li> <li>give simple instructions; and</li> <li>give uncomplicated directions relating to routine work situations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>fully understand very simple texts;</li> <li>grasp the main idea of texts about familiar topics; and</li> <li>read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
<b>Intermediate</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>sustain a conversation on concrete topics; report on actions taken;</li> <li>give straightforward instructions to employees; and</li> <li>provide factual descriptions and explanations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>grasp the main idea of most work-related texts;</li> <li>identify specific details; and</li> <li>distinguish main from subsidiary ideas.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
<b>Advanced</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>support opinions; and understand and express hypothetical and conditional ideas</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>understand most complex details, inferences and fine points of meaning; and</li> <li>have a good comprehension of specialized or less familiar material.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write texts where ideas are developed and presented in a coherent manner.</li> </ul>

**INFC-2023/2024 PS5081****ATTACHMENT 4 TO PART 4, CLIENT REFERENCE FORM**

The following is the client reference form, referenced in PR3, that will be used to evaluate Mandatory Technical criteria MT1 and MT2.

Projects that cannot be validated by the provided references will not be included in the evaluation and therefore will be deemed not responsive.

Client Reference Form Stream 6: Financial Accounting Services			
Bidder Name		Name of Proposed Project Manager/ Leader	
Client Identification	Project Title		
	Organization		
	Client Contact Name		
	Title		
	E-Mail Address		
	Telephone number		
	Contract period		
Brief Project Summary			
Role of the proposed Project Manager / Leader and relevant duties performed.			
<b>Items below are for INFC Evaluation Purposes Only</b>			
1. The proposed resource's contribution was accurately described?		<input type="radio"/> Yes	<input type="radio"/> No
2. At what level did elements meet expectations? a. All elements exceeded expectations. b. All elements met expectations. c. All elements did not meet expectations/cannot validate.		<input type="radio"/> Exceeded	<input type="radio"/> Met <input type="radio"/> Not Met



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

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period. The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications and Additional Information Required with the 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 (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### **NEW\*\*\*5.1.2 Resource Validation**

All bidders must provide with their bid a completed **ATTACHED 2 TO PART 5, Resource Validation** from each proposed resource.

### **5.2 Certifications and Information Required Precedent to Contract Award**

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

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 (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

### **5.2.3 Additional Certifications Required Precedent to Contract Award**

The required additional certifications to provide are included in Attachment 1 to Part 5, Additional Certifications Required Precedent to Contract Award.

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## ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD

### 1. Federal Contractors Program For Employment Equity - Certification

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

For further information on the Federal Contractors Program for Employment Equity visit the [Employment and Social Development Canada \(ESDC\) - Labour's website](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html).

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

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and / or permanent part-time employees.
- A5. The Bidder certifies having a combined workforce in Canada of 100 or more permanent full-time and/or permanent part-time employees.
- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

or

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

B. Instructions to the Bidder: Check only one of the following:

- B1. The Bidder is not a Joint Venture.

or

- B2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting

Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.

## **2.0 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.

## **3.0 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.

**ATTACHMENT 2 TO PART 5, RESOURCE VALIDATION**

Infrastructure Canada

**RESOURCE VALIDATION****VALIDATION DE LA RESSOURCE**

Reference/Contract No – No de référence / du contrat

Resource's Name

Nom de la ressource

certifies that:

- a) They have read and validate that the information in the copy of their CV that was submitted in the proposal is true and accurate.
- b) They have given their permission to be proposed for work by the firm: \_\_\_\_\_
- c) They are available to perform the work stated in the statement of work.
- d) They are qualified at the level proposed.

atteste que :

- a) La ressource a lu et confirment la véracité des informations contenues dans la copie de leur CV qui a été soumise dans la proposition.
- b) La ressource a donné son consentement d'être proposée pour un travail par le fournisseur : \_\_\_\_\_
- c) La ressource est disponible pour effectuer le travail indiqué dans l'énoncé des travaux.
- d) La ressource est qualifiée au niveau proposé.

Signature

Date

Standard Clause used in all contracts: Status and Availability of resource

Clause standard utilisée dans tous les contrats : Statut et disponibilité du personnel

(2023)

**Canada**

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

### **6.1 Security Requirement**

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

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security 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; and
- e. the Bidder must provide the address of each proposed site or premise of work performance and document safeguarding as follows:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

If the information is not provided in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.)

6.1.2 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.

6.1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html> ) website.

## **PART 7 – RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.1 Optional Goods or Services, or both**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

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

#### **7.1.2 Task Authorization**

**A.** Work described at Annex A, Statement of Work, will be performed under the Contract on an “as and when requested basis”.

**B.** With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor’s own risk and expense;
4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D Task Authorization Form. An authorized TA is a completed Annex D signed by the TA Authority.

#### **C. TA Authority and Limit**

The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$50,000.00, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor. Only the Contracting Authority is authorized to change any firm unit price and the required Work specified under Contract clause 7.6.1.1, Firm Unit Price TAs.

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**D.** The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs, not being exceeded).

**E. TA Process**

For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex E Task Authorization Form, containing as a minimum:

- the task or revised task description of the Work required, including:
  - the details of the activities or revised activities to be performed;
  - a description of the deliverables or revised deliverables to be submitted; and
  - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- the Contract security requirements applicable to the task or revised task;
- the Contract basis (bases) of payment applicable to the task or revised task; and
- the Contract method(s) of payment applicable to the task or revised task and, as applicable, the associated schedule of milestones.

**F.** Within 4 calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B; and;
3. for each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Person (s) clause of the Contract :

the name of the proposed resource;  
the resume of the proposed resource;  
a demonstration that the proposed resource meets; and  
the Contract security requirements.

**G. TA Authorization**

1. The TA Authority will authorize the TA based on:
  - the request submitted to the Contractor pursuant to paragraph F of this clause;
  - the Contractor's response received, submitted pursuant to paragraph G of this clause; and
  - the agreed total estimated cost for performing the task or, as applicable, revised task
2. The TA Authority will authorize the TA provided that each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph G.3 of this clause.
3. The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

**I. Minimum Work Guarantee - All the Work - Authorized TAs**



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1. "Maximum Contract Value" means the sum specified in Contract clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs.)
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph I.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

**J. Periodic Usage Reports - Contracts with TAs**

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs J.3 and J.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:
  - the TA number appearing on the TA form;
  - the date the task was authorized appearing on the TA form;
  - the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
  - the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, then 2, etc:
    - the TA revision number;
    - the date the revision to the task was authorized;
    - the authorized increase or decrease (Applicable Taxes extra);
    - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
    - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;

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- the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced;
- the total amount paid, Applicable Taxes included;
- the start and completion date of the task (as last revised, as applicable); and
- the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 7.6.2, Canada's Total Liability, Cumulative Total of all Authorized TAs;
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

## **7.2 Standard Clauses and Conditions**

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

### **7.2.1 General Conditions**

2035 (2023-04-24), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **7.2.2 Supplemental General Conditions**

2035 08 (2008-05-12) Replacement of specific individuals, apply to and form part of the Contract.

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. the name, qualifications and experience of the proposed replacement; and
  - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

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**7.2.3 Inspection and Acceptance**

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

**7.2.4 Specific Person(s)**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_ (insert name(s) of person(s)) .

**7.2.5 Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex E, and provide it to the Project Authority before they are given access to information by or on behalf of Canada in connection with the Work.

**7.3 Security Requirement**

**7.3.1** The following security requirement (SRCL and related clauses provided by the [Contract Security Program](#) apply and form part of the Contract:

***Security requirement for Canadian supplier: Public Works and Government Services Canada (PWGSC) file # Common-professional services security requirement check list #23***

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**, with approved document safeguarding 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 **must not** utilize its Information Technology systems to electronically process, produce or store any sensitive **protected/classified** information until the CSP, PWGSC has issued written approval. After approval has been granted, these tasks may be performed up to the level of **secret**
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 Annex.
  2. Contract Security Manual.

**7.3.2 Contractor's Site or Premises Requiring Safeguarding Measures**

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

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

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City, Province, Territory / State  
Postal Code / Zip Code  
Country

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

**7.4 Term of Contract****7.4.1 Period of the Contract**

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

**7.4.2 Option to Extend the Contract**

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

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

**7.4.3 Comprehensive Land Claims Agreements (CLCAs)**

The Contract does not include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador<sup>(1)</sup> that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador<sup>(1)</sup> that are subject to CLCAs will have to form part of a separate contract.

**7.5 Authorities****7.5.1 Contracting Authority**

The Contracting Authority for the Contract is: [will 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.

**7.5.2 Project Authority**

The Project Authority for the Contract is: [will 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.

**7.5.3 Contractor's Representative**

(Fill in at time of contract award.)

**INFC-2023/2024 PS5081****7.6 Payment****7.6.1 Basis of Payment****7.6.1.1 Authorized TA****Firm Unit Price TA**

When the applicable basis of payment specified in a TA authorized and issued under the Contract is firm unit price, in consideration of the Contractor satisfactorily completing all of its obligations under the authorized TA, the Contractor will be paid the firm unit price indicated below. Customs duties are included and Applicable Taxes are extra.

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

<b>Period of the Contract (from Contract Award to March 31, 2025) :</b>	<b>Work described in Annex A, Statement of Work, to which the basis of payment applies:</b>
<b>A firm per diem rate:</b> a) Project Manager/Leader b) Senior Auditor c) Auditor	sections 3, 4, 6, 7 and 13
<b>Extended Period 1 of the Contract (from April 1, 2025 to March 31, 2026) :</b>	<b>Work described in Annex A, Statement of Work, to which the basis of payment applies:</b>
<b>A firm per diem rate:</b> a) Project Manager/Leader b) Senior Auditor c) Auditor	sections 3, 5, 6, 7 and 13
<b>Extended Period 2 of the Contract (from April 1, 2026 to March 31, 2027) :</b>	<b>Work described in Annex A, Statement of Work, to which the basis of payment applies:</b>
<b>A firm per diem rate:</b> a) Project Manager/Leader b) Senior Auditor c) Auditor	sections 3, 5, 6, 7 and 13
<b>Extended Period 3 of the Contract (from April 1, 2027 to March 31, 2028) :</b>	<b>Work described in Annex A, Statement of Work, to which the basis of payment applies:</b>
<b>A firm per diem rate:</b> a) Project Manager/Leader b) Senior Auditor c) Auditor	sections 3, 5, 6, 7 and 13
<b>Extended Period 4 of the Contract (from April 1, 2028 to March 31, 2029) :</b>	<b>Work described in Annex A, Statement of Work, to which the basis of payment applies:</b>
<b>A firm per diem rate:</b> a) Project Manager/Leader b) Senior Auditor c) Auditor	sections 3, 5, 6, 7 and 13

**TA subject to a Limitation of Expenditure**

When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the

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performance of the Work specified in the authorized TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. 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 authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or
- (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

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

**7.6.2 Canada's Total Liability - Cumulative Total of all authorized TAs**

- A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ (insert amount at contract award). Customs duties are included and the Applicable Taxes are extra.
- B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
  - 1. when it is 75 percent committed, or
  - 2. four (4) months before the Contract expiry date, or
  - 3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure,

whichever comes first.

- D. 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.

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**7.6.3 Method of Payment**

For the Work described in the Statement of Work in Annex A.

The following method of payment will form part of the authorized TA:

H1008C (2008-05-12), Monthly Payment

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

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

**7.6.4 Electronic Payment of Invoices - Contract**

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

Direct Deposit (Domestic and International);

**7.6.5 Discretionary Audit**

C0705C (2010-01-11) , Discretionary Audit

**7.6.6 Time Verification**

C0711C (2008-05-12), Time Verification

**7.7 Invoicing Instructions – Monthly Payment**

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

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

One copy must be forwarded to the Project Authority identified under the section entitled “Authorities” of the Contrat.

**7.8 Certifications and Additional Information****7.8.1 Compliance**

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

### **7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid List" available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **7.9 Applicable Laws**

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

### **7.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 2035 08 (2008-05-12) Replacement of specific individuals ;
- (c) the general conditions 2035 ( 2023-04-24), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment ;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations (including all of its annexes, if any) ; and
- (h) the Contractor's bid dated \_\_\_\_\_ (Insert the date (year-month-day) of the bid. if the bid was clarified or amended, at time of contract award, add, as applicable: ", as clarified on \_\_\_\_\_ (year-month-day)" "and" ", as amended on \_\_\_\_\_(year-month-day).)

### **7.11 Foreign Nationals**

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

SACC Manual clause A2000C (2006-016) , Foreign Nationals (Canadian Contractor)

### **7.12 Insurance**

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

### **7.13 Dispute Resolution**

7.13.1 The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

7.13.2 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.



7.13.3 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.

7.13.4 Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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## **ANNEX A, STATEMENT OF WORK**

### **1. Title**

Assessment of Internal Controls over Financial Reporting and Financial Management

### **2. Background**

INFC provides long-term, predictable support to help Canadians benefit from world class, modern public infrastructure. It works closely with all orders of government and other partners to enable investments in social, green and public transit and other core public infrastructure and housing, as well as trade and transportation infrastructure. Infrastructure initiatives and projects are funded through transfer payments, grants and contributions.

Departments are required to ensure that a risk-based departmental system of Internal Controls over Financial Management (ICFM) is established, monitored and maintained. This provides reasonable assurance that public resources are used prudently and in an economical manner, financial management processes are effective and efficient, and relevant legislation, regulations and financial management policy instruments are being complied with. Any control weaknesses and material unmitigated risks are identified, including risk of fraud, and prompt corrective action is taken.

### **3. Objective**

The Internal Controls team within Finance & Administration division is responsible for conducting regular risk assessments, including fraud risk evaluations, as well as assessments of key business process control areas, as per INFC's Ongoing Monitoring Plan. The Internal Controls team is seeking the assistance of professional experts who are able to provide resources on an "as required basis" to support a strong and effective system of internal controls.

### **4. Scope (from Contract Award date to March 31, 2025)**

The scope of services may include, but is not limited to, the development of a fraud risk framework, as well as the assessment of internal controls on one or more of the following control areas:

- Budgeting and forecasting
- Entity level controls
- IT general controls and application controls
- Cabinet submissions, costing, and CFO attestation
- Transfer payments
- Payroll
- Capital assets
- Financial reporting and financial close
- Acquisition cards
- Procure-to-payment
- Project management
- Travel, hospitality, conferences and events

### **5. Scope (from April 2025 to March 31, 2029)**

The scope of services may include, but is not limited to, conducting fraud risk assessments, as well as the assessment of internal controls on one or more of the following control areas:

- Budgeting and forecasting
- Entity level controls
- IT general controls and application controls
- Cabinet submissions, costing, and CFO attestation
- Transfer payments
- Payroll
- Capital assets

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- Financial reporting and financial close
- Acquisition cards
- Procure-to-payment
- Project management
- Travel, hospitality, conferences and events

**6. Tasks**

The contract period will be for one year from the contract award date with four (4) additional one-year options. Services will be provided under the Contract on an as-and-when requested basis. A Task Authorization (TA) will be utilized to perform tasks related to the work during the life of this contract. The TA will authorize the specific tasks required, including but not limited to:

- Review already documented INFC information, TB policies, directives and guidelines, and industry standards around internal controls;
- Meet with subject matter experts throughout documentation and testing;
- Prepare the assessment work plan, including scope refinement, testing approach and methodology;
- Document all control activities for INFC business processes using the standard internal control documentation including narrative, flowchart, and control matrix (templates to be provided by Departmental Contact to ensure consistency across all business processes);
- Conduct design and operating effectiveness to evaluate current controls and identify any control deficiencies and/or areas of improvement;
- Prepare a draft and final assessment report illustrating the scope and methodology, controls, risk level, control deficiencies, recommendations for remediation and areas of improvement;
- Prepare and present a presentation deck to senior management on the assessment findings and recommendations;
- Develop INFC's fraud risk framework and perform general fraud risk assessments;
- Develop and implement training and other materials to remediate control deficiencies identified;
- Provide general advice and guidance on ICFR and ICFM related topics;
- Additional unforeseen work will be agreed upon in advance by all parties.

**7. Support the Internal Controls unit with special projects**

If required, the firm may be asked to provide expertise, advice and support for specific projects which are in relation to the ICFR, ICFM or any other activities within financial and accounting services.

**8. Resources**

The Contractor must provide a lead resource that will lead the project and be a single point of contact on all matters concerning the contract. The contractor must show, throughout the life of the contract, continued progress toward the outlined deliverables.

**9. Client Support**

The INFC Project Authority will approve the work plan and methodology. All draft documents will be reviewed and feedback provided within a reasonable timeframe. A Departmental Contact will attend and schedule all meetings with the Contractor and subject matter experts to ensure knowledge transfer remains within the Department and a challenge function is present when reviewing the deliverables. The draft report and updated documents will be reviewed by a Departmental Contact prior to finalizing.

**10. Reporting Requirements**

The Contractor must show, throughout the life of the contract, continued progress toward deliverables. Documents must be provided in the format agreed upon by the contractor and INFC Project Authority. Progress reports must be provided to the INFC Project Authority as requested.

**11. Contract Period**

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The estimated period of the contract is from the date of the contract award to March 31, 2025, with four one-year option periods.

**12. Security Requirements**

Secret clearance required.

**13. Meetings**

The following meetings will be required, but are not limited to:

- Kick-off meeting
- Meetings with subject matter experts
- Status update meetings with the INFC Project Authority
- Final meeting to present testing results, findings and recommendations

**14. Official Languages**

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act. It is, therefore, imperative that the bidder's team includes individuals fluent in both official languages in order to communicate verbally and in writing in the preferred official language of the study participants. Required level of language proficiency in both official languages is advanced. Working drafts and final documentation to be provided in English.

**15. Travel**

There are no travel requirements since virtual meetings will suffice to conduct the assessments.

**ANNEX B, BASIS OF PAYMENT****A- Contract Period (From Contract Award Date to March 31, 2025)**

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

**1.0 Professional Fees**

The Contractor will be paid all inclusive fixed time rates as follows (Applicable Taxes are extra):

	<b>STREAM # 6 Financial and Accounting Services</b>		<b>QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)</b>
	<b>Level</b>	<b>Resource Name</b>	
<b>1</b>	<b>Period 1 – (Contract Award Date to March 31, 2025)</b>		
1a	Project Manager/Leader		
1b	Senior Auditor		
1c	Auditor		

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made 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 all inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$\_\_\_\_\_**

**B- Option to Extend the Term of the Contract**

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

**B-1 Extended Contract Period (From April 1, 2025 to March 31, 2026)**

	<b>STREAM # 6 Financial and Accounting Services</b>		<b>QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)</b>
	<b>Level</b>	<b>Resource Name</b>	
<b>2</b>	<b>Period 2 (option Year 1 April 1, 2025 to March 31, 2026)</b>		
2a	Project Manager/Leader		
2b	Senior Auditor		
2c	Auditor		

**INFC-2023/2024 PS5081****B-2 Extended Contract Period (From April 1, 2026 to March 31, 2027)**

	STREAM # 6 Financial and Accounting Services		QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)
	Level	Resource Name	
3	<b>Period 3 (Option Year 2 April 1, 2026 to March 31, 2027)</b>		
3a	Project Manager/Leader		
3b	Senior Auditor		
3c	Auditor		

**B-3 Extended Contract Period (From April 1, 2027 to March 31, 2028)**

	STREAM # 6 Financial and Accounting Services		QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)
	Level	Resource Name	
4	<b>Period 4 (Option Year 3 April 1, 2027 to March 31, 2028)</b>		
4a	Project Manager/Leader		
4b	Senior Auditor		
4c	Auditor		

**B-4 Extended Contract Period (From April 1, 2028 to March 31, 2029)**

	STREAM # 6 Financial and Accounting Services		QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)
	Level	Resource Name	
5	<b>Period 5 (Option Year 4 April 1, 2028 to March 31, 2029)</b>		
5a	Project Manager/Leader		
5b	Senior Auditor		
5c	Auditor		

**2.0 Cost Reimbursable Expenses**

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

## ANNEX C, SECURITY REQUIREMENTS CHECK LIST

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Contract Number / Numéro du contrat
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	2. Branch or Directorate / Direction générale ou Direction Corporate Services	
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		
Internal Controls topics, including but not limited to: business process documentation, risk analysis, testing of design and operating effectiveness, ongoing monitoring of business processes, and recommendations to processes		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span>		
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? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span>		
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) <span style="float: right;"><input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui</span>		
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. <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span>		
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? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span>		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
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:	
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 checked="" type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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Security Classification / Classification de sécurité  
UNCLASSIFIED





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

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

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

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

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

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

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

Special comments:  
 Commentaires spéciaux : \_\_\_\_\_

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

10. b) May unscreened personnel be used for portions of the work?  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
 If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

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Security Classification / Classification de sécurité UNCLASSIFIED
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**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 CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											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 / Non  Yes / Oui

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

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

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

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## ANNEX D, NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: \_\_\_\_\_

---

Signature

---

Date

**ANNEX E, TASK AUTHORIZATION FORM**

<b>Contract Number</b>			
<b>Task Authorization (TA) Number</b>			
<b>Period of Service</b>	<b>From:</b>	<b>To:</b>	
<b>Work Location:</b>	<b>Travel required:</b>		
<b>Contractor's Name and Address</b>			
<b>Total Estimated Cost of Task (Applicable Taxes extra) before any revisions:</b>			<b>\$ _____</b>
<b>TA Revisions Previously Authorized</b>			
TA Revision Number:	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____		
TA Revision Number:	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____		
TA Revision Number:	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____		
<b>New TA Revision</b>			
Reason for revision:			
TA Revision Number:	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____		
<b>Total Estimated Cost of Task (Applicable Taxes extra) after this revision:</b>			<b>\$ _____</b>
<b>Contract Security Requirements (as applicable)</b>			
This task includes security requirements.			
<input type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.			
Remarks:			
<b>Required Work (for completion by the Project Authority)</b>			
<b>SECTION A – Task Description of the Work Required</b>			
<b>Statement of Work:</b>			
<b>Description of any Deliverables Required:</b> (including the required format and media) (Describe any reporting obligations and deadlines for submitting the reports as they apply to the resulting contract) (including list of Milestones if applicable)			
<b>SECTION B – Applicable Basis of Payment</b>			

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**Monthly Payments**

In accordance with the Terms of Payment appendix in the Contract, payments will be made based on the selection above for services rendered, subject to full acceptance by Infrastructure Canada.

The Contractor must send invoices, together with any other attachments, in accordance with the "Invoicing Instructions" article in the contract.

**SECTION C - Cost Breakdown of Task**

Category (Level) and Name of the Proposed Resource(s)	PSPC Security Fine Number	Supplier's Daily Rate	Estimated # of Days	Estimated Cost
<b>Professional Services</b>	<b>Sum of Estimated Costs:</b>			
<b>Authorized Travel and Living Expenses if applicable:</b>				
<b>Applicable Taxes</b>				
<b>Estimated Total Cost of Professional Services</b>				

**Authorization - Authorization**

**By signing this TA, the Project Authority and the Contracting Authority certify that the content of this TA is in accordance with the Contract.**

Name of Project Authority: \_\_\_\_\_

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

Name of Contracting Authority: \_\_\_\_\_

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

**Contractor's Signature - Signature de l'entrepreneur**

Name and title of individual authorized to sign for the Contractor: \_\_\_\_\_

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