



**The
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**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Department of Foreign Affairs Trade and Development.

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

Proposition aux: Ministère des Affaires étrangères, commerce et développement

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

Comments - Commentaires

Issuing Office – Bureau de distribution

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

| | | |
|---|---|-------------------------------|
| Title / Titre Field Support Services Project (FSSP) – Kenya, Somalia & South Africa | | Date April 19, 2023 |
| Solicitation No. / N° de l'invitation 2023-7442326 – P-011023 / B | | |
| Client Reference No. / No. de référence du client(e) 2023-7442326 – P-011023 / B | | |
| Solicitation Closes / L'invitation prend fin At / à : 14H00 EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) On / le : May 30, 2023 | | |
| F.O.B. / F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | | |
| Destination of Goods and Services / Destinations des biens et services Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD) | | |
| Address Inquiries to : / Adresser toute demande de renseignements à : Senior Contracting Management Services Officer Development Contracting and Management Services (SPBC) Email / Courriel: Henri.Thibault@international.gc.ca | | |
| Delivery Required / Livraison exigée See herein — Voir en ceci | Delivery Offered / Livraison proposée See herein — Voir en ceci | |
| Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur | | |
| Telephone No. / No. de téléphone | Facsimile No. / No. de télécopieur | |
| Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie) | | |
| Signature | Date | |



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no security requirements associated with this bid solicitation.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Trade Agreements

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 180 days

2.2 Submission of Bids

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

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

2.3 Enquiries – During Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 14 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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



2.5 Bid Challenge and Recourse Mechanisms

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

Important Note:

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

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

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

For bids transmitted by email, DFATD will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFATD will send a confirmation email to the Bidders when the submission is received.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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



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

Section II: Financial Bid

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Scoring

A. Calculation of the evaluated bid price

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

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

B. Technical Evaluation

4.1.2 Point Rated Technical Criteria

Refer to Annex “D” - Evaluation Criterion

4.2 Basis of Selection

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of **141 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **236 points**.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **80%** for the technical merit and **20%** for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained divided by the maximum number of points available multiplied by the ratio of **80%**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **20%**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by an 80/20 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

Example: Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)



| | Bidder 1 | Bidder 2 | Bidder 3 | |
|--------------------------------|------------------------------|-----------------------------|----------------------------|----------------------------|
| Overall Technical Score | 115/135 | 89/135 | 92/135 | |
| Bid Evaluated Price | \$55,000.00 | \$50,000.00 | \$45,000.00 | |
| Calculations | Technical Merit Score | $115/135 \times 80 = 68.15$ | $89/135 \times 80 = 52.74$ | $92/135 \times 80 = 54.52$ |
| | Pricing Score | $45/55 \times 20 = 16.36$ | $45/50 \times 20 = 18.00$ | $45/45 \times 20 = 20.00$ |
| Combined Rating | 84.51 | 70.74 | 74.52 | |
| Overall Rating | 1st | 3rd | 2nd | |



PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions – Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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



5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

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

5.2.3.3 List of Names for Integrity Verification Form

Bidders must complete the List of Names for Integrity Verification form found in Attachment 1 to Part 5.

5.2.3.4 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.2.3.5 Supplementary Contractor Information

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

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

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN) or equivalent with respect to the Supplementary Contractor's region of registration), as well as the address and the postal code:

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

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

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



5.2.4 Former Public Servant

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

Definitions

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

name of former public servant;

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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



5.2.5 Language Requirement(s)

The Bidder certifies that the proposed resource(s) possesses an advance reading, oral interaction and writing proficiency in **English**

ADVANCED PROFICIENCY

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

Advanced Reading Proficiency:

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

Advanced Oral Interaction Proficiency:

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

Advanced Writing Proficiency:

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

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

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

Signature

Print Name of Signatory



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

Requirements

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

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

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

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



PART 6 - RESULTING CONTRACT CLAUSES

6.0 DEFINITIONS

In the Contract, unless the context otherwise requires:

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

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

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

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

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

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

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

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

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

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

"Parties" means all of them;

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

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

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

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



6.1 Security Requirements

6.1.1 There is no security requirement applicable to the contract.

6.1.2 Security Measures

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

6.1.3 Subcontractors

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

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

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

6.3.1 General Conditions

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



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

Invoice submission

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

6.3.2 Supplemental General Conditions

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

Subcontracts

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



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

Suspension of the work

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) 24 or "Default by the Contractor" or 25 " termination for convenience" of general conditions **2010B** (2022-01-28).
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

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

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Department: Foreign Affairs, Trade and Development Canada

Directorate: Development Contracting and Management Services - SPBC

Address: _____

Telephone: ____ ____ _____

E-mail address: _____



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

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

E-mail address: _____

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

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment Cost Reimbursable: Limitation of expenditure

- I. The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex "B", to a limitation of expenditure of *(to be completed at contract award)*. Customs duties are subject to exemption and Applicable Taxes are extra.



- II. This financing includes the amount for the initial contract period and the following three optional one year periods, in accordance with provision 6.4.1 Period of the Contract and the applicable provisions of the basis of payment.
- III. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
- IV. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

A. Professional Services – Firm Daily Rates

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

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

Total Professional Services - CAN \$
(insert amount at time of contract award)

B. Technical Specialists / Sub-Contractors

In considerations of the Contractor satisfactorily completed all its obligations under the contract, the Contractor will be reimbursed for Technical Services / Sub-Contractors services necessary for the direct execution of the mandate and **previously authorized by the Technical Authority**. (Services other than those listed under A. Professional Services)

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

Technical Services / Sub-Contractors
Limitation of Expenditure: CAN \$ 5,000,000

C. Local Development Initiative (LDI's) – Reimbursable Expenses

Actual eligible and reasonable disbursements incurred by recipient/beneficiary organization's Contractor that are directly related to the implementation of the development initiative activities.

Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives found at: http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng, and are applicable to the recipient organization's activities



with the exclusion of the "Allowance for Indirect/Overhead Costs" (items 1.7 and 1.8 of the guidance) which is not an eligible cost. **Previously authorized by the Technical Authority**

The Contractor will be reimbursed for its costs reasonably and properly disbursed in the performance of the Work, in accordance with the Basis of payment in Annex B. Customs duties are included and Applicable Taxes are extra.

Local Development Initiatives (LDI's) – Reimbursable Expenses
Limitation of Expenditure: CAN \$ 900,000

D. Authorized Travel and Living Expenses

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

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

Authorized Travel and living expenses
Limitation of Expenditure: CAN \$ 200,000

6.7.2 Limitation of Expenditure: \$ 9,690,000 CAN

6.7.3 Methods of Payment

6.7.3.1 Monthly Payment

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

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

6.7.4 SACC Manual Clauses

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

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

6.7.5 Electronic Payment of Invoices – Contract

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

- i. Direct Deposit (Domestic and International).



6.8 Invoicing Instructions

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

Each invoice must be supported by:

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

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

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

6.9.3 SACC Manual Clauses

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

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



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

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

6.13 Basis for Canada's Ownership of Intellectual Property

6.13.1. All intellectual property rights vest with the Contractor.

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

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

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

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

6.14 Dispute Resolution

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

6.15 Public Recognition

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

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

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



make the initial public announcement or participate in any official ceremony, public event or announcement made by the Contractor.

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

6.16 Environmental Considerations

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

a) Paper consumption:

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

b) Travel requirements:

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



ANNEX "A" - STATEMENT OF WORK

List of acronyms

| | |
|-------|---|
| AWP | Annual work plan |
| CEFM | Child and early forced marriage |
| CFLI | Canada Fund for Local Initiatives |
| CHC | Canadian High Commission |
| DFATD | Department of Foreign Affairs, Trade and Development |
| FGM | Female genital mutilation |
| FIAP | Feminist International Assistance Policy |
| FSS | Field Support Service |
| FSSP | Field Support Services Project |
| GBA+ | Gender-based Analysis Plus |
| GDP | Gross domestic product |
| GE | Gender equality |
| GFF | Global Financing Facility |
| GAC | Global Affairs Canada |
| IDRC | International Development Research Centre |
| IFI | International Financial Institution |
| IWP | Initial work plan |
| ODAAA | <i>Official Development Assistance Accountability Act</i> |
| OPM | Operating Procedures Manual |
| SDG | Sustainable development goal |
| SGBV | Sexual and gender-based violence |
| SRHR | Sexual and reproductive health and rights |
| TA | Technical authority |



1. BACKGROUND

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

1.2 DFATD Development Programming Context

1.2.1 Geographic Programming Area

Canada's High Commissions in Nairobi and Pretoria are responsible for Canada's international assistance in 11 countries: Kenya, Somalia, South Africa, Rwanda, Uganda, Burundi, Madagascar, Lesotho, Malawi, Botswana and Zimbabwe. While the Programming Area is defined as including all of the above-mentioned countries, the Field Support Services Project focuses its activities in countries where Canada has bilateral development programming: Kenya, Somalia and South Africa.

1.2.2 Programming Context

Canada uses various channels to deliver its programming in the programming area. The following is a non-exhaustive description of these channels. Once operational, the FSSP is expected to have a comprehensive understanding of all active programming, ensuring linkages that maximize both programming effectiveness and efficiency.

Bilateral Programs: Bilateral development programming in Kenya, Somalia and South Africa varies according to the country context but in all cases has gender equality (GE) at its core. Programming in Kenya focuses on inclusive governance, women's economic empowerment, and technical and vocational education and training. Programming in Somalia focuses on sexual and reproductive health and rights (SRHR), girls' education, preventing harmful practices (female genital mutilation (FGM), child and early forced marriage (CEFM), sexual and gender-based violence (SGBV)), and inclusive governance. Programming in South Africa focuses on inclusive governance and the empowerment of women and girls.

Humanitarian Assistance: Canada provides humanitarian assistance to several countries in the programming area, including over \$26 million in Somalia in 2021. Humanitarian assistance provides food, treatment for acute malnutrition, drinking water, hygiene, sanitation, health services, protection (including medical and psychosocial support to survivors of sexual violence), and support to livelihoods for vulnerable populations. Significant support is provided for refugees and displaced populations.

Multilateral Programming: Canada contributes to the global funding of various specialized organizations and funds that operate in the programming area. Examples include Gavi, the vaccine alliance; the Global Fund to Fight AIDS, Tuberculosis and Malaria; the Global Financing Facility (GFF); the mRNA Hub Program established by WHO and the Medicines Patent Pool to address the immediate need for COVID-19 vaccines and locally owned vaccine production capacity; the Global Partnership for Education; the Global Agriculture and Food Security Program (GAFSP); and the Climate Investment Funds (CIFs). Canada also contributes to the operations of the UN and international financial institutions (IFIs), including the World Bank and the African Development Bank.

Partnerships for Development Innovation (PDI): Canadian civil society organizations receive direct funding from GAC to implement projects in the programming area. These countries benefit from scholarship programs and the sending of volunteers, as well as from projects for improving the health of women and children, increasing economic and social well-being and food security, and promoting human rights.

Other Canadian Investments: Countries in the programming area also receive funding through other means, such as regional funding and funding under the Canadian Fund for Local Initiatives (CFLI), which is managed by the high commissions in Nairobi and Pretoria.

Apart from investments from GAC programs, Canadian international assistance flows from a few other departments, such as the Department of Finance Canada and from the International Development Research Centre (IDRC).

For additional information on DFATD's development programs in countries covered by the FSSP, please consult the Project Browser at <https://w05.international.gc.ca/projectbrowser-banqueprojets/?lang=eng>.



2. SCOPE OF WORK

2.1 General Scope of Work

The FSSP provides a range of services in support of the implementation of Canada's international assistance in Kenya, Somalia and South Africa, but also Rwanda, Uganda, Burundi, Madagascar, Lesotho, Malawi, Zimbabwe and Botswana. The FSSP provides analysis and technical expertise, facilitates knowledge sharing and supports local research and knowledge building. It also provides administrative, procurement, financial and logistical services (i.e. professional services) in support of program delivery and policy dialogue, and informs sound, evidence-based planning, monitoring and reporting for development programming in support of Canadian priorities, while enhancing visibility for Canadian programming. It ensures that programming is effective and coordinated while based on strong analysis incorporating a conflict-sensitive and human rights-based approach, with gender equality and the empowerment of women and girls at the core. The FSSP also strengthens Canada's position as a donor in the programming area by contributing to Canada's leadership in key areas, such as GE and the empowerment of women and girls, access to health and education, inclusive governance, combating SGBV, and overall contribution to the 2030 SDGs.

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

2.2 Expected Outcomes

The final outcome for the FSSP is to improve the effectiveness of Canada's development results in the programming area, in accordance with the FIAP. The following logic model breaks down the expected outcomes.



FSSP logic model Kenya/Somalia/South Africa:

| | | | |
|-----------------------|--|-----------------|---------------------|
| Project title | Field Support Services Project in Kenya, Somalia and South Africa | No. | P-011023 |
| Country/Region | Kenya, Somalia and South Africa, as well as Rwanda, Uganda, Burundi, Madagascar, Lesotho, Malawi, Zimbabwe and Botswana. | Duration | 2023–2028 (5 years) |

| | |
|----------------------|---|
| Final outcome | 1000 Increased achievement of expected outcomes for Canadian programs and policies ¹ in Kenya, Somalia and South Africa , as well as Rwanda, Uganda, Burundi, Madagascar, Lesotho, Malawi, Zimbabwe and Botswana. |
|----------------------|---|

| | | |
|------------------------------|--|---|
| Intermediate outcomes | 1100 Increased relevance of Canadian programming to local humanitarian and development plans and priorities, and the challenges ² faced by the most marginalized and vulnerable groups, including women and girls, ³ in all of their diversity. | 1200 Increased effectiveness and gender sensitivity in program delivery by key stakeholders throughout its results-based life cycle. |
|------------------------------|--|---|

| | Knowledge and Understanding | Technical Expertise and Management Support | Dialogue and Policy Engagement | Logistical and Administrative Support |
|---------------------------|---|--|--|--|
| Immediate outcomes | 1110 Key stakeholders ⁴ increased knowledge and understanding of the local context, including GE, the environment/climate, human rights and other related Canadian priorities/issues necessary for effective decision making. | 1120 Increased, maintained access to development tools, resources and plans ⁵ for key stakeholders throughout the life cycle of results-based programming that takes account of issues related to GE, environment/climate, human rights and other Canadian priorities. | 1130 Increased opportunities to advance Canada’s policy dialogue in priority fields related to humanitarian assistance and/or development, including issues relating to GE, sustainability of the environment/climate and human rights. | 1210 Increased and constant access for key stakeholders to inclusive logistical and administrative support ⁶ that takes account of differences between the sexes and environmental sustainability. |

1 This includes greater realization of expected outcomes in the areas of human rights, GE and environmental sustainability and other Canadian priorities. These outcomes can be achieved at any level of the programming logic model.

2 Challenges include those related to the environment and climate faced by women and girls.

3 This includes the challenges faced by women and girls in exercising and protecting their rights, equal access to and control of resources, and decision-making equality.

4 All stakeholders must be defined by the competent FSSP technical authority (TA) for the country concerned.

5 Could be applied to a plan at the village, district, region or nation level, or in connection with the SDGs.

6 Inclusion means that the voices and interests of people are taken into account on issues that concern them and the development of their society.



| | | | | |
|----------------------------------|---|---|---|--|
| <p>Outputs (examples)</p> | <p>1111 Analyses and reports provided to key stakeholders on the social, civil, political, economic, cultural and environmental/climate situation, including the Gender-based Analysis Plus (GBA+) of the country concerned.</p> <p>1112 Sectoral technical advice and reports, including GBA+, provided to key stakeholders, taking Canada's priorities into account.</p> <p>1113 Training and information sessions on Canada's priorities and approaches, including GE in the local context concerned for key stakeholders.</p> <p>1114 Analysis of the portfolio of projects carried out to determine points of entry to innovative, gender-sensitive and sustainable solutions from the standpoint of the environment/climate for implementation of Canadian programming.</p> | <p>1121 Technical advice based on the GBA+, an environmental/climate analysis, human rights and other analyses provided to key stakeholders throughout the results-based project and the program management life cycle.</p> <p>1122 Monitoring, analysis and communication to key stakeholders of Canadian project and program results, including collection of data broken down by gender, age and other factors, as appropriate.</p> <p>1123 Evaluation of projects and/or programs/portfolios and communication of results to key stakeholders, including the effect⁷ on GE, environment/climate and human rights.</p> | <p>1131 Engagement activities for policy dialogue aimed at achieving Canada's priorities, including GE, human rights and environmental/climate sustainability organized for key stakeholders, such as civil society organizations.</p> <p>1132 Support provided to Canadian staff in establishing new partnerships or strengthening existing ones, including with women's rights organizations.</p> | <p>1211 Inclusive administrative, and financial services that are gender-sensitive and environmentally sustainable provided to key stakeholders.</p> <p>1212 Inclusive, gender-sensitive and sustainable logistical support provided to key stakeholders, including local organizations that promote human rights, GE and environmental sustainability.</p> <p>1213 List of consultants including experts in GE, results-based management, and established and up-to-date techniques.</p> <p>1214 Provision of meeting/event space, interpretation, close protection security services, as needed.</p> |
|----------------------------------|---|---|---|--|

⁷ In this context, the term "effect" is used generically.



3. FSSP CONSTRAINTS

The FSSP will be implemented in countries with very different political, economic, social and security environments and where it must respect international and local laws and regulations. Civil unrest can arise quickly and the security situation could deteriorate suddenly and unexpectedly. Some of the covered countries are fragile and conflict-affected states. These are risks that the FSSP Contractor should anticipate and will have to mitigate (e.g. close protection services needed when travelling to insecure areas).

4. RISK MITIGATION

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

The project context demands that the nature and likelihood of the various risks that could impact the project be considered and managed carefully. The development and periodic update of a contingency plan is an important part of the project's risk management strategy. In addition, a conflict-sensitive approach as well as proactive and systematic risk planning should be integrated into all project activities. **A risk management strategy is required as part of the Contractor's AWP.**



5. TASKS

5.1 Contractor's Tasks

To help improve the efficiency of the work of program and project stakeholders and the impact of Canada's international assistance in the programming area, the Contractor must deliver:

- administrative, financial and logistical services,
- undertake the procurement of goods and services, as required
- support policy dialogue and knowledge sharing, and

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

- i) remaining informed of, and complying with, locally applicable laws, regulations and practices, including those for local human resources management and contracting (for goods and services). The Contractor must also be aware of current and planned local laws and regulations that might affect the FSSP and the ability to operate in the programming area;
- ii) maintaining a comprehensive understanding of FSSP programming, ensuring linkages that maximize both programming effectiveness and efficiency;
- iii) sourcing, and managing appropriate and qualified resources, including technical specialists / sub-contractors, as requested;
- iv) undertaking appropriate measures to ensure budget adherence, cost effectiveness and proper resource use;
- v) managing FSSP performance, including ensuring the quality of products, services and deliverables that meet the pre-defined statements of work, annual work plans, and/or all other specifications;
- vi) maintaining accurate and detailed project financial records and ensuring that all cost-related supporting documents are maintained in order to track and report on services rendered.

5.2 RESOURCE TASKS

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

5.2.1 FSS Project Manager

Based full time in Nairobi, the tasks of the FSSP Manager include, but are not limited to the following:

- i) collaborating with DFATD and partners in assessing needs and setting priorities;
- ii) preparing all project documents, including deliverables identified in Section **6.0 FSSP DELIVERABLES AND REPORTING**;
- iii) planning and coordinating administrative, financial and logistics management services provided under the contract;
- iv) communicating weekly with the Development Section at the CHCs in Nairobi and Pretoria
- v) communicating with DFATD headquarters, government authorities or their representatives, and other relevant project stakeholders, as requested; and
- vi) developing and maintaining networks of key stakeholders (government, civil society, other donors, private sector);

5.2.2 FSS Financial and Administrative Officer

Based full time in Nairobi, the tasks of the FSSP Financial and Administrative Officer include, but are not limited to the following:

- i) managing and monitoring project related expenditures in accordance with approved project budget in order to ensure that project financial documents are maintained, accurate and provided to DFATD in a timely manner;
- ii) maintaining the accounts payables and accounts receivables to ensure complete and accurate records of project funding;
- iii) preparing financial and procurement reports;



- iv) preparing annual forecast expenditures in accordance with the approved project budget and reviewing financial reports;
- v) developing and managing reporting and invoicing for services rendered;
- vi) providing financial advice related to local laws and regulations, financial institutions and the reasonableness of estimated expenses for products or services in the programming area;
- vii) managing travel reservations for technical specialists/sub-contractors and resources;
- viii) developing and maintaining appropriate databases (such as databases on Canadian and local non-governmental organizations (NGOs), local consultants and other key contacts in the project location);
- ix) setting up and maintaining a filing system for all FSSP correspondence and supporting documents, sorted based on the required deliverables, sector, thematic, administrative and contractual requirements;
- x) Processing payments to technical specialists / sub-contractors and suppliers of goods and services procured.

5.2.3 FSS Project Coordinator (Logistical and Coordination services)

Based full time in Nairobi, the FSS Project Coordinator include, but are not limited to the following:

- i) organizing policy dialogues and knowledge-sharing events with other stakeholders, facilitating stakeholder coordination and promoting knowledge-sharing among projects;
- ii) providing advice, including travel advice, to technical specialists / sub-contractors and resources to complete requested activities, including local government documentation requirements, visa and work permit processes, and related services, such as security, flights and accommodation;
- iii) assisting with travel and logistical arrangements for technical specialists / sub-contractors and other recipients;
- iv) administering the provision of logistical services, such as event and mission planning, coordination and management, and the like, as required by technical specialists/sub-contractors and resources to complete the required activities;
- v) booking secure event space with interpretation, videoconferencing and teleconferencing services; including for large events.

5.3 Travel

The Contractor must be aware of Government of Canada travel reports and warnings. Moreover, travel arrangements and meeting room capacity must comply with local government guidelines relating to social distancing (if applicable) at the time of travel.

The FSSP resources and the technical specialists must meet with DFATD representatives, government representatives and other stakeholders in the programming area, when requested.

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

6. GOODS OR EQUIPMENT PROVIDED BY THE CONTRACTOR

6.1 Facilities, workplace and work equipment

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

6.2 Meeting Room Area

Provision of ad-hoc Meeting Room area for occasional meetings with the Technical Specialists / sub-contractors and other parties designated by DFATD that meet the following minimum requirements:

- i. The Meeting Room must be located in a secure building and environment within 20 km of the High Commission of Canada located in Nairobi on Limuru Rd.
- ii. The meeting room should be well maintained, offer wireless internet connectivity (wifi) and video conferencing capability, as well as access to male, female and/or gender neutral/universal restrooms. The building must provide protocols (COVID-19 related or otherwise) as indicated by the Local Government at the time of service.



- iii. The Meeting room/area for occasional meetings must be accessible and operational Monday through Friday between 7:00AM and 6:00PM. When required, on an exceptional basis, the meeting room must be accessible 24/7.
- iv. Security: The Contractor must ensure the security of the location. The Contractor must ensure that the premises hosting the Meeting room area for occasional meetings meet the security standards for public buildings, e.g. emergency exits, fire extinguishers, etc.
- v. Capacity: comfortably seat at least twenty (20) people. During the COVID-19 pandemic, the capacity must be based on the Local Government’s guidelines for social distancing and mask-wearing at the time of utilization.

7. REFERENCE MATERIAL

The TA will make available all necessary data, documentation and information to the Contractor at or prior to the start up meeting so that the latter can perform the work.

8. DFATD MONITORING, MID-TERM REVIEWS AND EVALUATIONS

DFATD projects are subject to audit, monitoring, mid-term reviews and evaluations at DFATD’s discretion. The Contractor must cooperate in all cases.

An end of contract performance measurement will be conducted on the FSSP to assess the Contractor’s performance. At DFATD’s discretion, a project management review may be conducted if DFATD believes that there are concerns or issues that need to be assessed or resolved.

9. FSSP DELIVERABLES AND REPORTING

The Contractor must prepare the following key project documents and submit them to the TA for review and approval in accordance with the timelines set out hereafter.

The TA may request modifications to the plans and reports. If modifications are requested, unless otherwise specified in the notice by the TA, the Contractor must address the requested modifications to DFATD’s satisfaction within 20 working days.

9.1 Key Project Documents and Narrative Reports

All draft documents and reports are to be submitted in English to the TA for review and approval by means of one (1) electronic copy in Microsoft Word. All final documents and reports are to be submitted in English to the TA by means of one (1) electronic copy in Microsoft Word, unless otherwise specified by the TA.

| Title | Description | Delivery Date |
|--|--|---|
| Initial Work Plan (IWP) | Development of the IWP begins after the signature of entitlement of the contract and must include a timeline and description of deliverables for key project start-up activities. The IWP must be approved by DFATD before its implementation. At minimum, the IWP must include the following elements: <ul style="list-style-type: none"> i. project and administrative management; ii. draft work plan for 12 months from the date of contract award; plus any additional months leading to the following April 1; and iii. risk management strategy. | Approved version within ninety (90) calendar days following the contract signature |
| Operating Procedures Manual (OPM) | The Contractor must develop an OPM that describes the FSSP policies and operating procedures and serves as a guide. <ul style="list-style-type: none"> i. resources and technical specialist / sub-contractor management procedures; ii. financial management procedures; iii. quality assurance process, including a regular process for reviewing the quality of services rendered; | Approved version within ninety (90) calendar days of contract signature, and updated annually |



| Title | Description | Delivery Date |
|---|--|--|
| | <ul style="list-style-type: none"> iv. project reporting; and v. protocol to mitigate risk of conflict of interest; | |
| Annual Work Plan (AWP) | <p>The AWP defines the results to be achieved or worked on during the year and serves as a basis for assessing project performance against plans and the variance analysis contained in progress reports. It should not be more than 30 pages in length (excluding annexes) and must include (but not be limited to) the following:</p> <ul style="list-style-type: none"> i. executive summary; ii. project context; iii. risk management strategy; iv. results to be achieved during the year; v. a list of technical specialists / sub-contractors to be hired for the year; vi. forecast expenditures in accordance with the approved project budget; and vii. project management issues and matters, including significant events or changes that are planned during the year. | <p>Approved version within one hundred and eighty (180) calendar days following contract signature</p> <p>Subsequent AWP's are submitted as drafts by February 28 every year, leading to final approval by the TA by the end of March every year</p> |
| Semi-annual Narrative Reports | <p>The semi-annual narrative report (maximum 10 pages) provides progress on activities for the previous 6 months. It must include, but not be limited to:</p> <ul style="list-style-type: none"> i. executive summary; ii. report on key project activities; iii. problems and difficulties encountered, if any, and remedial action taken or to be taken; iv. planned activities for the next period or required updates to the AWP; v. management issues; vi. comments on risks encountered or new risks identified; vii. summary analysis of support provided by technical specialists / sub-contractors; and viii. any other important issues affecting project implementation. | <p>Within forty-five (45) calendar days after September 30</p> |
| Annual Narrative Progress Report | <p>The annual narrative progress report (maximum 20 pages) summarizes project activities and progress toward expected outcomes. It must include, but not be limited to:</p> <ul style="list-style-type: none"> i. executive summary; ii. coordination and networking activities and results; iii. program planning and monitoring and project results; iv. administrative and procurement services, logistical support and results; v. problems and difficulties encountered, and remedial actions taken or to be taken and results; vi. management issues and results; vii. a list of all technical specialists / sub-contractors, a summary of their support, and a list of events organized; viii. comments on risk assessment and updated risk management strategy, if appropriate; ix. summary analysis of support provided by technical specialists / sub-contractors; x. lessons learned and recommendations. | <p>Within forty-five (45) calendar days after March 31</p> |



| Title | Description | Delivery Date |
|--------------------------------------|--|--|
| <p>Final Narrative Report</p> | <p>The final narrative report not only includes a summary of previous reports and the final financial report, but also provides information on program design, methodology and delivery, success factors, lessons learned and the like. The report is a stand-alone document that can be used as a core source of information or corporate memory and to help validate evaluations. In order to be concise, it is suggested that the report be approximately 50 pages and not exceed 75 pages (excluding annexes).</p> <p>The final detailed report has 11 sections (including annexes):</p> <ul style="list-style-type: none"> i. Executive Summary (not more than 5 pages); ii. Introduction - how the document is structured and designed (1 page); iii. FSS Project Summary (1 to 3 pages); <ul style="list-style-type: none"> a) project rationale and justification: identification of direct and indirect beneficiaries and clients; b) governance structure; c) brief project structure. iv. Project Context - analysis of the project context (external, internal and political considerations) and the positive or negative impact on project results and its implementation; v. Project Management - assessment of project management approaches (governance, work planning, scheduling, finance, procurement, logistics, reporting) (3 to 6 pages); vi. Results Delivered - list of all technical specialists / sub-contractors whose services have been procured and a summary of their support; list of events organized, etc.; vii. Risk Management - appraisal of the validity of the original risk assessment, changes in risk and risk response strategies during the life of the project (including whether any risk events occurred and what strategies were implemented to address them) and the positive or negative impact on project results and its implementation (1 to 3 pages); viii. Success Factors - analysis of the success factors: (a) relevance, (b) appropriateness of design, (c) innovation, (d) appropriateness of resource use, and (e) informed and timely action (5 to 10 pages); ix. Lessons Learned and Recommendations - lessons learned from the project that will be useful for DFATD to consider in planning other projects of this nature (3 to 5 pages). | <p>Within sixty (60) calendar days of the end of project activities.</p> |

9.2 Financial Reports

Financial and procurement (F&P) reports are to be submitted in 2 hard copies and 1 electronic copy in Microsoft Excel and in Adobe (*.pdf), in English, unless otherwise specified by the TA. DFATD’s fiscal year runs from April 1 to March 31. The Contractor must be able to provide any worksheet or calculation sheet in Microsoft Excel and any report in Adobe (*.pdf) as requested.

| Title | Description | Delivery Date |
|---|--|--|
| <p>Quarterly F&P Reports</p> | <p>Quarterly F&P reports include the following, among others:</p> <ul style="list-style-type: none"> i. costs incurred throughout the period covered by the report; and ii. year-to-date costs as at the date of the report (amount and percentage). | <p>Within thirty (30) calendar days of the end of every quarter of DFATD’s fiscal year</p> |



| Title | Description | Delivery Date |
|------------------------------|---|---|
| Annual F&P Report | <p>The annual F&P report must take a full-year perspective on the project and must be closely tied to the appropriate AWP and to the costs of the activities. Among all the other elements, it must include the following details:</p> <ul style="list-style-type: none"> i. costs incurred throughout the period covered by the report; and ii. a forecast for the upcoming fiscal year, that is, the projected cost of the activities described in the AWP. | <p>Within forty-five (45) calendar days of March 31, together with the annual narrative progress report</p> |
| Final F&P Report | <p>In addition to the details presented in the annual F&P report, the final F&P report for the project must present an account of actual disbursements throughout the life of the project based on a line item breakdown, in comparison to the basis of payment of the contract. The final F&P report must also include:</p> <ul style="list-style-type: none"> i. an explanation of variances; ii. key financial issues arising during the life of the project; and iii. pertinent lessons learned. | <p>Within sixty (60) calendar days of the end of project activities</p> |

10. ENVIRONMENT

The Contractor must notify the TA if any project components are added that could have potential environmental impacts. In such case, the department may take necessary action to avoid any risk of significant negative impact on the environment. All activities must be in line with local and international environmental standards and laws.



ANNEX “B” - BASIS of PAYMENT

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

Available Funding

| | |
|--|-------------------------|
| Maximum available funding for the resulting Contract, is inclusive of the estimated travel amount identified in the resulting Contract clause 6.7.1 Limitation of Expenditures for Authorized Travel and Living Expenses and excluding Applicable Taxes. | \$ 9,690,000 CAN |
|--|-------------------------|

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

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

Proposals valued in excess of this amount will be considered non-responsive. This disclosure does not commit DFATD to pay the maximum funding available.

Definition of a Day/Proration

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

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

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



INITIAL CONTRACT PERIOD – YEAR 1 and YEAR 2

TABLE 1

| INITIAL CONTRACT PERIOD - YEAR 1 | | | | |
|--|----------------------------|-------------------------|----------------------------------|---------------------|
| A. PROFESSIONAL SERVICES CATEGORIES | NAME OF RESOURCE(S) | FIRM DAILY RATES | ESTIMATED LEVEL OF EFFORT | TOTAL CAN \$ |
| FSSP Manager | | | 240 | \$ |
| FSSP Coordinator | | | 240 | \$ |
| FSSP Financial & Administrative Officer | | | 240 | \$ |
| YEAR 1 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$ | | | | \$ |

TABLE 2

| INITIAL CONTRACT PERIOD - YEAR 2 | | | | |
|--|----------------------------|-------------------------|----------------------------------|---------------------|
| A. PROFESSIONAL SERVICES CATEGORIES | NAME OF RESOURCE(S) | FIRM DAILY RATES | ESTIMATED LEVEL OF EFFORT | TOTAL CAN \$ |
| FSSP Manager | | | 240 | \$ |
| FSSP Coordinator | | | 240 | \$ |
| FSSP Financial & Administrative Officer | | | 240 | \$ |
| YEAR 2 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$ | | | | \$ |

TABLE 3

| INITIAL CONTRACT PERIOD - YEAR 1 & YEAR 2 | |
|---|--|
| B. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S) | LIMITATION OF EXPENDITURES CAN \$ |
| Technical Specialists / Sub-contractors Per diems | \$ 1,820,000 |
| C. LOCAL DEVELOPMENT INITIATIVES (LDI's) - REIMBURSABLE EXPENSES | LIMITATION OF EXPENDITURES CAN \$ |
| Actual eligible and reasonable disbursements incurred by recipient/beneficiary organizations Contractor that are directly related to the implementation of the development initiative activities. Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives | \$330,000 |



| | |
|--|--|
| found at: http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng , and are applicable to the recipient organization's activities with the exclusion of the "Allowance for Indirect/Overhead Costs" (items 1.7 and 1.8 of the guidance) which is not an eligible cost | |
| D. TRAVEL AND LIVING EXPENSES | LIMITATION OF EXPENDITURES CAN \$ |
| The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive , and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel. <u>All travel must have the prior authorization of the Technical Authority.</u> | \$ 74,000 |
| YEAR 1 & YEAR 2 – B.+ C.+ D. - SUB-TOTAL CAN \$ | \$2,224,000 |

| TOTAL - INITIAL CONTRACT PERIOD – YEAR 1 and YEAR 2 | |
|--|---------------------|
| A. SUB-TOTAL - PROFESSIONAL SERVICES CATEGORIES | \$ |
| B. SUB-TOTAL - TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S) | \$ 1,820,000 |
| C. SUB-TOTAL - LOCAL DEVELOPMENT INITIATIVE - Reimbursable Expenses | \$330,000 |
| D. SUB-TOTAL - TRAVEL AND LIVING EXPENSES | \$ 74,000 |
| YEAR 1 and YEAR 2 - A.+B.+C.+D. SUB-TOTAL CAN \$ | \$ |

OPTIONAL PERIODS - YEAR 3, YEAR 4 and YEAR 5

TABLE 4

| 1st OPTIONAL PERIOD - YEAR 3 | | | | |
|---|----------------------------|-------------------------|----------------------------------|---------------------|
| A. PROFESSIONAL SERVICES CATEGORIES | NAME OF RESOURCE(S) | FIRM DAILY RATES | ESTIMATED LEVEL OF EFFORT | TOTAL CAN \$ |
| FSSP Manager | | | 240 | \$ |
| FSSP Coordinator | | | 240 | \$ |
| FSSP Financial & Administrative Officer | | | 240 | \$ |
| PROFESSIONAL SERVICES - SUB-TOTAL CAN \$ | | | | \$ |



| | |
|---|--|
| B. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S) | LIMITATION OF EXPENDITURES CAN \$ |
| Technical Specialists / Sub-contractors Per diems | \$ 1,060,000 |
| C. LOCAL DEVELOPMENT INITIATIVES (LDI's) - REIMBURSABLE EXPENSES | LIMITATION OF EXPENDITURES CAN \$ |
| Actual eligible and reasonable disbursements incurred by recipient/beneficiary organizations Contractor that are directly related to the implementation of the development initiative activities. Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives found at: http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng , and are applicable to the recipient organization's activities with the exclusion of the "Allowance for Indirect/Overhead Costs" (items 1.7 and 1.8 of the guidance) which is not an eligible cost | \$190,000 |
| D. TRAVEL AND LIVING EXPENSES | LIMITATION OF EXPENDITURES CAN \$ |
| The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive , and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel. <u>All travel must have the prior authorization of the Technical Authority.</u> | \$ 42,000 |
| YEAR 3 - A.+B.+C.+D. SUB-TOTAL CAN \$ | \$ 1,292,000 |

TABLE 5

| 2nd OPTIONAL PERIOD - YEAR 4 | | | | |
|---|----------------------------|-------------------------|----------------------------------|--|
| A. PROFESSIONAL SERVICES CATEGORIES | NAME OF RESOURCE(S) | FIRM DAILY RATES | ESTIMATED LEVEL OF EFFORT | TOTAL CAN \$ |
| FSSP Manager | | | 240 | \$ |
| FSSP Coordinator | | | 240 | \$ |
| FSSP Financial & Administrative Officer | | | 240 | \$ |
| PROFESSIONAL SERVICES - SUB-TOTAL CAN \$ | | | | \$ |
| B. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S) | | | | LIMITATION OF EXPENDITURES CAN \$ |
| Technical Specialists / Sub-contractors Per diems | | | | \$ 1,060,000 |



| | |
|---|--|
| C. LOCAL DEVELOPMENT INITIATIVES (LDI's) - REIMBURSABLE EXPENSES | LIMITATION OF EXPENDITURES CAN \$ |
| Actual eligible and reasonable disbursements incurred by recipient/beneficiary organizations Contractor that are directly related to the implementation of the development initiative activities. Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives found at: http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng , and are applicable to the recipient organization's activities with the exclusion of the "Allowance for Indirect/Overhead Costs" (items 1.7 and 1.8 of the guidance) which is not an eligible cost | \$190,000 |
| D. TRAVEL AND LIVING EXPENSES | LIMITATION OF EXPENDITURES CAN \$ |
| The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive , and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel. <u>All travel must have the prior authorization of the Technical Authority.</u> | \$ 42,000 |
| YEAR 4 - A.+B.+C.+D. SUB-TOTAL CAN \$ | \$ 1,292,000 |

TABLE 6

| 3rd OPTIONAL PERIOD - YEAR 5 | | | | |
|---|----------------------------|-------------------------|----------------------------------|--|
| A. PROFESSIONAL SERVICES CATEGORIES | NAME OF RESOURCE(S) | FIRM DAILY RATES | ESTIMATED LEVEL OF EFFORT | TOTAL CAN \$ |
| FSSP Manager | | | 240 | \$ |
| FSSP Coordinator | | | 240 | \$ |
| FSSP Financial & Administrative Officer | | | 240 | \$ |
| PROFESSIONAL SERVICES - SUB-TOTAL CAN \$ | | | | \$ |
| B. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S) | | | | LIMITATION OF EXPENDITURES CAN \$ |
| Technical Specialists / Sub-contractors Per diems | | | | \$1,060,000 |
| C. LOCAL DEVELOPMENT INITIATIVES (LDI's) - REIMBURSABLE EXPENSES | | | | LIMITATION OF EXPENDITURES CAN \$ |
| Actual eligible and reasonable disbursements incurred by recipient/beneficiary organizations Contractor that are directly related to the implementation of the development initiative activities. Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives | | | | \$190,000 |



| | |
|---|--|
| found at: http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng , and are applicable to the recipient organization's activities with the exclusion of the "Allowance for Indirect/Overhead Costs" (items 1.7 and 1.8 of the guidance) which is not an eligible cost | |
| D. TRAVEL AND LIVING EXPENSES | LIMITATION OF EXPENDITURES CAN \$ |
| The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive , and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel. <u>All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.</u> | \$42,000 |
| YEAR 5 - A.+B.+C.+D. - SUB-TOTAL CAN \$ | \$ 1,292,000 |

| TOTAL - OPTIONAL CONTRACT PERIODS – YEAR 3 + YEAR 4 + YEAR 5 | |
|---|---------------------|
| A. SUB-TOTAL - PROFESSIONAL SERVICES CATEGORIES | \$ |
| B. SUB-TOTAL - TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S) | \$ 3,180,000 |
| C. SUB-TOTAL - LOCAL DEVELOPMENT INITIATIVES - Reimbursable Expenses | \$ 570,000 |
| D. SUB-TOTAL - TRAVEL AND LIVING EXPENSES | \$ 126,000 |
| YEAR 3, YEAR 4 and YEAR 5 - A.+B.+C.+D. SUB-TOTAL CAN \$ | \$ |

Total cost, A. Professional Services Categories for Years 1, 2, 3, 4 and 5

= CAN \$ _____

Total cost, B. Technical Specialists / Sub-contractors for Years 1, 2, 3, 4 and 5

= CAN \$ 5,000,000

Total cost, C. Local Development Initiatives – Reimbursable Expenses for

Years 1, 2, 3, 4 and 5

= CAN \$ 900,000

Total cost, D. Travel and Living Expenses for Years 1, 2, 3, 4 and 5

= CAN \$ 200,000

Total cost of applicable taxes: _____%:

CAN \$ _____

TOTAL CONTRACT VALUE:

CAN \$ _____



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE | | |
|--|---|--|
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine | GAC | 2. Branch or Directorate / Direction générale ou Direction WED |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant | |
| 4. Brief Description of Work / Brève description du travail The Field Support Services Project will include a range of work focused on: 1) provision of advice to program officials on the design and implementation stages of the program development projects; 2) procurement of the services of technical specialists for the planning, implementation, and monitoring of projects and programs; 3) targeted and strategic technical assistance to the host government; and 4) support for policy dialogue and best-practice; and 5) administrative, financial, and logistical services. | | |
| 5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? | <input checked="" type="checkbox"/> No Non | <input type="checkbox"/> Yes Oui |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? | <input checked="" type="checkbox"/> No Non | <input type="checkbox"/> Yes Oui |
| 6. Indicate the type of access required / Indiquer le type d'accès requis | | |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) | <input checked="" type="checkbox"/> No Non | <input type="checkbox"/> Yes Oui |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. | <input checked="" type="checkbox"/> No Non | <input type="checkbox"/> Yes Oui |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? | <input checked="" type="checkbox"/> No Non | <input type="checkbox"/> Yes Oui |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès | | |
| Canada <input checked="" type="checkbox"/> | NATO / OTAN <input type="checkbox"/> | Foreign / Étranger <input type="checkbox"/> |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | |
| No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> | All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> | No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable À ne pas diffuser <input type="checkbox"/> | | |
| Restricted to: / Limité à: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> |
| Specify country(ies): / Préciser le(s) pays: | Specify country(ies): / Préciser le(s) pays: | Specify country(ies): / Préciser le(s) pays: |
| 7. c) Level of information / Niveau d'information | | |
| PROTECTED A PROTÉGÉ A <input type="checkbox"/> | NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> | PROTECTED A PROTÉGÉ A <input type="checkbox"/> |
| PROTECTED B PROTÉGÉ B <input type="checkbox"/> | NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> | PROTECTED B PROTÉGÉ B <input type="checkbox"/> |
| PROTECTED C PROTÉGÉ C <input type="checkbox"/> | NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> | PROTECTED C PROTÉGÉ C <input type="checkbox"/> |
| CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> | NATO SECRET NATO SECRET <input type="checkbox"/> | CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> |
| SECRET SECRET <input type="checkbox"/> | COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/> | SECRET SECRET <input type="checkbox"/> |
| TOP SECRET TRÈS SECRET <input type="checkbox"/> | | TOP SECRET TRÈS SECRET <input type="checkbox"/> |
| TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> | | TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



| |
|--|
| Contract Number / Numéro du contrat |
| Security Classification / Classification de sécurité |

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



| |
|--|
| Contract Number / Numéro du contrat |
| Security Classification / Classification de sécurité |

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



ANNEX "D" - EVALUATION CRITERIONS

1. Mandatory Financial Criteria (MFC)

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

| MANDATORY FINANCIAL CRITERIA | |
|------------------------------|--|
| ITEM | DESCRIPTION OF CRITERIA |
| MFC1 | The maximum funding available for the Contract resulting from the bid solicitation is \$9,690,000 CAN (Applicable Taxes extra) . Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available. |
| MFC2 | Bidders MUST submit their financial bid, in Canadian dollars and in accordance with the Basis of Payment in ANNEX B. Bidders based outside of Canada are eligible, however; their financial bid must be submitted in \$CAD. The total amount of Goods and Services Tax must be shown separately. |

2. Point Rated Technical Criteria (RTC)

INSTRUCTIONS FOR BIDDERS

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

DEFINITIONS

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

- **Developing Country(ies):** includes any country(ies) and territories listed in the OECD DAC list of ODA Recipients. It is available on the following webpage:
<http://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf>
- **International Development Assistance Stakeholder(s):** includes the following types of organizations involved in International Development: Civil Society Organizations (CSO's); the private sector; multilateral organizations; donors; research community; international financial institutions (IFIs); as well as local or host-country governments.
- **International Development Project:** relates to a project whose mandate is to support the achievement of the sustainable development goals (SDGs) in Developing Countries, in order to reduce poverty and to contribute to a more secure, equitable and prosperous world.
- **"Recognized Education Institution":** Defined as a public, non-governmental or private entity that has been given full or limited authority to grant degrees by an act of the relevant legislature.



| RATED TECHNICAL CRITERIA (RTC) Category 1 - PROPOSED RESOURCES | | | |
|---|---|---------------|---|
| For the purpose of the evaluation criteria below, the term “project” is defined as a mandate with specific duties, products/deliverables and a specific period. | | | |
| PROJECT MANAGER | | MAXIMUM SCORE | Reference to Proposal (Please indicate section and page number, if applicable) |
| RTC1 | Education (Maximum of 15 points) The Bidder should describe the academic qualifications of the proposed individual for the position of FSSP Manager. | | |
| RTC1.1 | Academic Qualifications Highest level of education completed in a relevant discipline from a recognized education institution: <ul style="list-style-type: none"> • Post-graduate degree (i.e. higher than bachelor): 15 points; • Undergraduate degree (i.e. bachelor): 6 points per degree, maximum 2 degrees. Proof of education must be provided with the proposal. Canada will only take into account programs of study that the proposed resource has successfully completed at the time of bid closing. Subject to 5.2.3.2 Education and Experience – SACC Manual clause A3010T (2010-08-16) the contractor is responsible of ensuring that a degree, designation or certification presented was issued by a recognized educational institution. For the purpose of this criterion: <ol style="list-style-type: none"> i. “relevant discipline” is defined as a discipline related to political sciences, law, international development, economics, finance, business administration, project management, social sciences, engineering or applied sciences. ii. “recognized education institution” is defined as a public, non-governmental or private entity that has been given full or limited authority to grant degrees by an act of the relevant legislature. | /15 | |
| RTC2 | Project Management Experience (Maximum 51 points) The Bidder should submit a maximum of three (3) projects , clearly demonstrating the proposed resource’s experience in project management as it relates to each criterion below . Each project proposed should meet items i. and ii below. If the bidder does not demonstrate that a project meets items i. and ii. below, no points will be awarded for demonstrated criteria under that project. <ol style="list-style-type: none"> i. The projects submitted were administered after January 1, 2011, and were managed for a minimum of twelve (12) consecutive months by the Project Manager; AND ii. The proposed resource worked jointly with one or more of the international development assistance stakeholders during his or her time as manager of the projects submitted. | | |



| RATED TECHNICAL CRITERIA (RTC) Category 1 - PROPOSED RESOURCES | | | |
|---|---|-----|--|
| RTC2.1 | <p>Demonstrated Project Management Experience (Maximum 9 points)</p> <p>The Bidder should clearly demonstrate the proposed Project Manager's project management experience for activities performed in the project(s) submitted.</p> <p>Only 1 point will be awarded per activity below. Clearly describe each activity by including at least two examples:</p> <ol style="list-style-type: none"> a. Collaborating with partners in assessing needs and setting priorities; b. Preparing project documents, including Procurement Plans, Operating Procedures Manual and Annual Work Plans; c. Ensuring overall quality and management oversight of all services delivered within the project; d. Ensuring cost-effectiveness of services delivered within the project; e. Planning and coordinating administrative, financial and logistics management services provided under the project; f. Communicating with government authorities or their representatives and other relevant project stakeholders; g. Developing and maintaining networks of key stakeholders (government, civil society, other donors, private sector); h. Identifying and procuring relevant goods and services i. Ensuring the effective management of financial resources and internal monitoring of project progress and results, including dealing with project issues and problems as they arise. | 9 | |
| RTC2.2 | <p>Project Management Experience - Time (Maximum 18 points)</p> <p>The Bidder should clearly demonstrate the timeline in which the proposed resource managed the project, for each project submitted.</p> <p>Points will be awarded based on the clearly demonstrated time, as follows:</p> <ul style="list-style-type: none"> • From 12 months to less than 36 months: 2 points per project; • From 36 months to less than 60 months: 4 points per project; • 60 months or longer: 6 points per project. <p>*Months where projects overlap will be counted only once.</p> | /18 | |
| RTC2.3 | <p>Project Management Experience – Value (Maximum 15 points)</p> <p>The Bidder should clearly demonstrate the average annual value of each project, managed by the proposed resource.</p> <p>Points will be awarded based on the clearly demonstrated value, as follows:</p> <ul style="list-style-type: none"> • From \$500,000 CAN to less than \$1,000,000 CAN: 3 points per project; • From \$1,000,000 CAN to less than \$1,500,000 CAN: 4 points per project; • \$1,500,000 CAN and over: 5 points per project; | /15 | |



| RATED TECHNICAL CRITERIA (RTC) Category 1 - PROPOSED RESOURCES | | | |
|---|--|----------------------|---|
| RTC2.4 | <p>Project Manager Experience with International Development Assistance Stakeholders (Maximum 9 points)</p> <p>The Bidder should clearly demonstrate the proposed resource's experience in maintaining working relationships with different types of international development assistance stakeholders in two or more developing countries.</p> <p>Points will be awarded for clearly demonstrates experience using all 3 projects submitted as follows:</p> <ul style="list-style-type: none"> • Two different types of organizations: 1 point; • Three different types of organizations or more: 3 points; • Four different types of organizations or more: 6 points; <p>Additional Points:</p> <p>Additional 3 points will be awarded if the bidder clearly demonstrates that the proposed project manager maintained working relationships with different types of international development assistance stakeholders in any of the following countries: Kenya, Somalia, South Africa, Rwanda, Uganda, Burundi, Madagascar, Lesotho, Malawi, Botswana and Zimbabwe.</p> | /9 | |
| Sub-Total - PROJECT MANAGER | | /66 | |
| FINANCIAL AND ADMINISTRATIVE OFFICER | | MAXIMUM SCORE | Reference to Proposal <small>(Please indicate section and page number, if applicable)</small> |
| RTC3 | <p>Education (Maximum of 10 points)</p> <p>The Bidder should describe the academic qualifications of the proposed individual for the position of FSSP Financial and Administrative Officer.</p> | | |
| RTC3.1 | <p>Academic Qualifications</p> <p>Highest level of education completed in a relevant discipline, from a recognized education institution:</p> <ul style="list-style-type: none"> • Post-graduate degree (i.e. higher than a bachelor): 10 points; • Undergraduate degree (i.e. bachelor): 5 points per degree. <p>Proof of education must be provided with the proposal.</p> <p>Canada will only take into account programs of study that the proposed resource has successfully completed at the time of bid closing. Subject to 5.2.3.2 Education and Experience – SACC Manual clause A3010T (2010-08-16) the contractor is responsible of ensuring that a degree,</p> | /10 | |



| RATED TECHNICAL CRITERIA (RTC) Category 1 - PROPOSED RESOURCES | | | |
|---|---|----|--|
| | <p>designation or certification presented was issued by a recognized educational institution.</p> <p>For the purpose of criterion:</p> <ul style="list-style-type: none"> i. “relevant discipline” is defined as a discipline related to business, finance, accounting, logistics, economics, international development, procurement, project management, business administration, engineering or applied sciences. ii. “recognized education institution” is defined as a public, non-governmental or private entity that has been given full or limited authority to grant degrees by an act of the relevant legislature. | | |
| RTC4 | <p>Financial and Administrative Experience (Maximum 46 points)</p> <p>The Bidder should submit a maximum of three (3) projects clearly demonstrating the proposed resource’s experience in providing financial and administrative services as it relates to each criterion below.</p> <p>Each project proposed should meet items i. and ii below. If the bidder does not demonstrate that a project meets items i. and ii below, no points will be awarded for demonstrated criteria under that project.</p> <ul style="list-style-type: none"> i. The projects submitted were administered after January 1, 2011, and were worked on by the proposed resource for a minimum duration of six consecutive (6) months; AND ii. The proposed resource worked in finance and administration. | | |
| RTC4.1 | <p>Demonstrated Financial and Administrative Experience (Maximum 8 points)</p> <p>The Bidder should clearly demonstrate the proposed financial and administrative officer’s experience for activities performed in the project(s) submitted.</p> <p>Only 1 point will be awarded per activity. Clearly describe each activity by including at least two examples:</p> <ul style="list-style-type: none"> a. Managing and monitoring the project related expenditure in accordance with approved project budget in order to ensure that project financial data are maintained in an accurate and timely manner; b. maintaining the accounts payable and accounts receivable to ensure complete and accurate records of project funding; c. Administering payments to suppliers, contractors, and technical specialists / sub-contractors; d. Preparing budgets and reviewing financial reports; e. Developing and managing reporting and invoicing for services rendered; f. Developing and maintaining knowledge of financial policies and regulations; g. managing travel reservations; h. developing and maintaining databases of contacts; | /8 | |



| RATED TECHNICAL CRITERIA (RTC) Category 1 - PROPOSED RESOURCES | | | |
|---|--|------------|--|
| RTC4.2 | <p>Financial and Administrative Experience - Time (Maximum 20 points)</p> <p>The Bidder should clearly demonstrate the timeline in which the proposed resource was responsible for the financial and administrative tasks and activities of each project submitted.</p> <p>Points will be awarded based on the clearly demonstrated time, as follows:</p> <ul style="list-style-type: none"> • From 6 months to less than 12 months: 2 points per project; • From 12 months to less than 24 months: 4 points per project; • 24 months and over: 6 points per project; <p>*Months where projects overlap will be counted only once.</p> <p>Additional points (1 project only):</p> <p style="padding-left: 20px;">Additional 1 point for a project of at least 12 consecutive months in any of the following countries: Rwanda, Uganda, Burundi, Madagascar, Lesotho, Malawi, Botswana and Zimbabwe;</p> <p>OR</p> <p style="padding-left: 20px;">Additional 2 points for a project of at least 12 consecutive months in one or more of the following countries: Kenya, Somalia and South Africa.</p> | /20 | |
| RTC4.3 | <p>Financial and Administrative Experience - Value (Maximum 18 points)</p> <p>The Bidder should clearly demonstrate the average annual value of each project, in which the proposed resource is responsible for the financial and administrative tasks and activities.</p> <p>Points will be awarded based on the clearly demonstrated value, as follows:</p> <ul style="list-style-type: none"> • From \$500,000 CAN to less than \$1 million CAN: 2 points per project; • From \$1 million CAN to less than \$1.5 million CAN: 3 points per project; • \$1.5 million CAN or more: 5 points per project; <p>Additional Point:</p> <ul style="list-style-type: none"> • Additional 1 point per project will be granted for the management of budgets across two or more different currencies. | /18 | |
| Sub-Total - FINANCIAL AND ADMINISTRATIVE OFFICER | | /56 | |



| RATED TECHNICAL CRITERIA (RTC) Category 1 - PROPOSED RESOURCES | | | |
|---|---|---------------|--|
| PROJECT COORDINATOR | | | |
| RTC5 | Education (Maximum of 15 points) The Bidder should describe the academic qualifications of the proposed individual for the position of FSSP Coordinator. | MAXIMUM SCORE | Reference to Proposal (Please indicate section and page number, if applicable) |
| RTC5.1 | Academic Qualifications Highest level of education completed in a relevant discipline, from a recognized education institution: <ul style="list-style-type: none"> • Post-graduate degree (i.e. higher than a bachelor): 15 points; • Undergraduate degree (i.e. bachelor or equivalent): 6 points per degree, maximum 2 degrees. Proof of education must be provided with the proposal. Canada will only take into account programs of study that the proposed resource has successfully completed at the time of bid closing. Subject to 5.2.3.2 Education and Experience – SACC Manual clause A3010T (2010-08-16) the contractor is responsible of ensuring that a degree, designation or certification presented was issued by a recognized educational institution. For the purpose of this criterion: <ol style="list-style-type: none"> i. “relevant discipline” is defined as a discipline related to political sciences, law, business, finance, accounting, logistics, economics, international development, procurement, project management, business administration, engineering or applied sciences. ii. “recognized education institution” is defined as a public, non-governmental or private entity that has been given full or limited authority to grant degrees by an act of the relevant legislature. | /15 | |
| RTC6 | Project Logistics and Coordination Services (Maximum 36 points) The Bidder should submit a maximum of three (3) projects clearly demonstrating the proposed resource's experience in the coordination of project activities as it relates to each criterion below . Each project proposed should meet items i. and ii below. If the bidder does not demonstrate that a project meets items i. and ii. no points will be awarded for demonstrated criteria under that project. <ol style="list-style-type: none"> i. The projects submitted were administered after January 1, 2011, and were worked on by the proposed resource for a minimum duration of six (6) consecutive months; AND ii. The proposed resource worked in a coordinator role; | | |
| RTC6.1 | Demonstrated Project Coordinator Experience (Maximum 7 points) The Bidder should clearly demonstrate the proposed resource's experience for coordination activities performed in the project(s) submitted. Only 1 point will be awarded per activity. Clearly describe each activity by including at least two examples: | /7 | |



| RATED TECHNICAL CRITERIA (RTC) Category 1 - PROPOSED RESOURCES | | | |
|---|---|-----|--|
| | <ul style="list-style-type: none"> a. facilitating stakeholder coordination and promoting knowledge-sharing among projects; b. providing advice on obtaining accommodations, utilities, security, permits and other official documents; c. providing travel advice, including local government documentation requirements, visa and work permit processes, and related services, such as security, flights and accommodation; d. assisting with travel and logistical arrangements; e. administering the provision of logistical services, such as event and mission planning, coordination and management; f. arranging or confirming meetings; g. booking secure event space with interpretation, videoconferencing and teleconferencing services; including for large events. | | |
| RTC6.2 | <p>Project Coordinator’s Experience - Time (Maximum 20 points)</p> <p>The Bidder should clearly demonstrate the timeline in which the proposed resource provided project coordination services and activities as for each separate project submitted.</p> <p>Points will be awarded based on the clearly demonstrated timeline, as follows:</p> <ul style="list-style-type: none"> • From 6 months to less than 12 months: 2 points per project; • From 12 months to less than 24 months: 4 points per project; • 24 months and over: 6 points per project; <p>*Months where projects overlap will be counted only once.</p> <p><u>Additional points (1 project only):</u></p> <p>Additional 1 point for at least 12 months of experience in any of the following countries: Rwanda, Uganda, Burundi, Madagascar, Lesotho, Malawi, Botswana and Zimbabwe;</p> <p>OR</p> <p>Additional 2 points for at least 12 months of experience in one or more of the following countries: Kenya, Somalia and South Africa.</p> | /20 | |
| RTC6.3 | <p>Project Coordinator Experience with International Development Assistance Stakeholders (Maximum 9 points)</p> <p>The Bidder should clearly demonstrate the proposed Project Coordinator’s experience maintaining working relationships with different types of international development assistance stakeholders; in two or more developing countries.</p> <p>Points will be awarded for clearly demonstrated experience using all 3 projects submitted as follows:</p> <ul style="list-style-type: none"> • Two different types of organizations: 1 point; • Three different types of organizations or more: 3 points; | /9 | |



| RATED TECHNICAL CRITERIA (RTC) Category 1 - PROPOSED RESOURCES | | |
|---|---|-------------|
| | <ul style="list-style-type: none"> Four different types of organizations or more: 6 points; <p>Additional points:</p> <p>Additional 3 points will be awarded if it is clearly demonstrated that the proposed project coordinator demonstrates having maintained working relationships with various types of international development assistance stakeholders in any of the following countries: Kenya, Somalia, South Africa, Rwanda, Uganda, Burundi, Madagascar, Lesotho, Malawi, Botswana and Zimbabwe.</p> | |
| Sub-total - PROJECT COORDINATOR | | /51 |
| TOTAL Category 1 - PROPOSED RESOURCES | | /173 |

| Rated Technical Criteria (RTC) Category 2 – BIDDER EXPERIENCE | |
|--|--|
| BIDDER EXPERIENCE | |
| RTC7 | <p>Experience Providing Services similar to the FSSP (Maximum of 63 points)</p> <p>The Bidder should provide two (2) different projects with examples of the activities performed clearly demonstrating the experience overseeing all aspects of the project through its tasks and the delivery of:</p> <ul style="list-style-type: none"> ➤ administrative, financial and logistical services, ➤ undertake the procurement of goods and services, as required ➤ support policy dialogue and knowledge sharing, and <p>For the purpose of this requirement, the term ‘project’ is defined as a contract, agreement or arrangement signed by the Bidder individually or in a consortium to provide the services.</p> <p>To be eligible, any project describing the Bidder's experience should:</p> <ol style="list-style-type: none"> i. in the case of a completed project, it will have started on or after January 1st, 2011; OR ii. in the case of a current ongoing project, be at least 70% completed in terms of total value regardless of when it started, but only the experience acquired on or after January 1st, 2011, will be considered for evaluation; AND iii. have lasted for a minimum period of twelve (12) consecutive months; AND iv. include the provision of at least three (3) types of the following services: (1) administrative; (2) procurement; (3) financial; (4) logistical; AND v. have an average annual project value of at least \$500,000 CAN (per year); <p>No points will be awarded unless each project submitted meets the above listed criteria.</p> |



| | | Project 1 | Project 2 | |
|---------------|---|--------------|--------------|--|
| RTC7.1 | <p>Average annual Project Value (Maximum 20 points)</p> <ul style="list-style-type: none"> From \$500,000 CAN to less than \$1 million CAN per year: 6 points per project; From \$1 million CAN to less than \$1.5 million CAN per year: 8 points per project; \$1.5 million CAN per year or more: 10 points per project. | /10 | /10 | |
| RTC7.2 | <p>Project Location (Maximum 20 points)</p> <ul style="list-style-type: none"> In a Developing Country: 6 points per project; In Rwanda, Uganda, Burundi, Madagascar, Lesotho, Malawi, Botswana or Zimbabwe: 8 points per project; In one or more of the following countries: Kenya, Somalia and South Africa: 10 points per project. | /10 | /10 | |
| RTC7.3 | <p>Bidder experience managing projects with different types of International Development Assistance Stakeholder(s) for at least one of the projects (Maximum 5 points).</p> <ul style="list-style-type: none"> 2 different types of organizations: 2 points; 3 different types of organizations: 3 points; 4 different types of organizations or more: 5 points. | /5 | | |
| R.7.4 | <p>Demonstrated Bidder Experience (Maximum 18 points)</p> <p>The Bidder should clearly demonstrate its experience for activities performed in each project submitted.</p> <p>1 point will be awarded per activity in each project. Clearly describe each activity by including at least two examples:</p> <p>Managing projects:</p> <ol style="list-style-type: none"> Collaborating with partners in assessing needs and setting priorities; Preparing project documents, including Procurement Plans, Operating Procedures Manual and Annual Work Plans; Ensuring overall quality and management oversight of all services delivered within the project; Ensuring cost-effectiveness of services delivered within the project; Planning and coordinating administrative, financial and logistics management services provided under the project; Communicating with government authorities or their representatives and other relevant project stakeholders; Developing and maintaining networks of key stakeholders (government, civil society, other donors, private sector); Identifying and procuring relevant goods and services Ensuring the effective management of financial resources and internal monitoring of project progress and results, including dealing with project issues and problems as they arise. | /9 | /9 | |



| | | |
|---|-------------|--|
| TOTAL Category 1 – PROPOSED RESOURCES | /173 | |
| TOTAL Category 2 – BIDDER EXPERIENCE | /63 | |
| TOTAL Category 1 + Category 2 | /236 | |
| PASSING MARK - TECHNICAL COMPONENT (60%) | /141 | |



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

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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