



**RETURN BIDS TO :**

**RETOURNER LES SOUMISSIONS À:**

Public Safety and Emergency Preparedness Canada  
Contracting and Procurement Section  
Ottawa, Ontario  
K1A 0P8

[contracting@ps-sp.gc.ca](mailto:contracting@ps-sp.gc.ca)

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To:** Public Safety Canada

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:** Sécurité Publique Canada

Nous offrons par la présente de vendre à Sa Majesté le roi 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 toute feuille ci-annexées, au(x) prix indiqué(s).

**Instructions : See Herein  
Comments - Commentaires**

**This document contains security requirements**

**Ce document contient des exigences en matière de sécurité**

**Issuing Office – Bureau de distribution**

Public Safety Canada  
Contracting and Procurement Section  
269 Laurier Avenue West  
Ottawa, Ontario  
K1A 0P8

<b>Title – Sujet</b> <b>Evaluation of the First Nations and Inuit Policing Facilities Program</b>	
<b>Solicitation No. – N° de l'invitation</b> 202304020	<b>Date</b> July 14, 2023
<b>Client Reference No. – N° référence du client</b> 202304020	
<b>GETS Reference No. – N° de reference de SEAG</b>	
<b>File No. – N° de dossier</b>	<b>CCC No. / N° CCC - FMS No. / N° VME</b>
<b>Solicitation Closes – L'invitation prend fin</b> <b>at – à 02 :00 PM</b> <b>on – le 2023-08-08</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions à:</b> Mathieu Lemieux	<b>Buyer Id – Id de l'acheteur</b>
<b>Telephone No. – N° de téléphone :</b> 613-878-6790	<b>FAX No. – N° de FAX</b>
<b>Destination – of Goods, Services, and Construction:</b> Destination – des biens, services et construction :	

<b>Delivery required - Livraison exigée</b>	<b>Delivered Offered – Livraison proposée</b>
<b>Vendor/firm Name and address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Facsimile No. – N° de télécopieur</b> <b>Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print)-</b> Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
<b>Signature</b>	<b>Date</b>



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## PART 1 – SOLICITATION INSTRUCTIONS AND OVERVIEW

### 1.1 SOLICITATION STRUCTURE

Bid solicitation # 202304020, issued under the framework of the E60ZT-18TSPS Supply Arrangement for task-based professional services, for the provision of the following professional services: Stream and Category 2.12 Evaluation Services Consultant.

The bid solicitation and resulting contract document is divided into four parts plus attachments and annexes as follows:

Part	Header	Purpose of section
Part 1	Solicitation Instructions and Overview	<p>Provides an overview of the requirement, and states that the instructions, clauses and conditions that the Bidder agrees to bound.</p> <p>Attachment 1, Part 1 – List of Potential Bidders is included in this section.</p>
Part 2	Evaluation Procedure and Basis of Selection	Indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection.
Part 3	Resulting Contract Clauses	<p>Includes the clauses and conditions that will apply to any resulting contract.</p> <p>This section includes Annex A – Statement of Work, which defines the work to be completed under the resulting contract.</p>
Part 4	Bid Preparation Instructions and Certifications	<p>Provides bidders with instructions on how to prepare a bid, and the certifications that must be provided.</p> <p>To assist bidders, this section includes the following:</p> <p>Attachment 1, Part 4 – Technical Criteria            Attachment 2, Part 4 – Financial Criteria and Pricing Schedule            Attachment 3, Part 4 – Certifications Required with the Bid            Attachment 4, Part 4 – Additional Information</p>



## **1.2 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS**

- 1.2.1 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](#) issued by Public Works and Government Services Canada.
- 1.2.2 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.
- 1.2.3 The [2003 \(2022-03-29, Standard Instructions - Goods or Services - Competitive Requirements](#), are incorporated by reference into and form part of the bid solicitation.
- 1.2.4 Subsection 3.a) of Section 01, Integrity Provisions - Bid, of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:
  - (a) at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

## **1.3 LIST OF INVITED BIDDERS**

This requirement is open only to Indigenous pre-qualified suppliers under stream 2.12 Evaluation Services Consultant of Tasks and Solutions Professional Services. The list of invited suppliers being invited to bid on this bid solicitation is provided as Attachment 1 to Part 1.

## **1.4 BID SOLICITATION INQUIRIES**

- 1.4.1 All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- 1.4.2 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.

## **1.5    SUBMISSION OF BIDS**

15.1    Bids must be submitted by email to the email address indicated on page 1 of the bid solicitation by the closing date also indicated on page 1.

15.2    No hard copies will be accepted.

## **1.6    DEBRIEFINGS**

At contract award, the contracting Authority will notify all bidders of the name of the Contractor who has been awarded the contract as well as its total estimated value and as to why their bid was not selected. We do not intend to conduct in-person debriefs for this solicitation. Instead, the information set out in the regret letter will include the reason the bidder's proposal was not accepted.

## **1.7    BID CHALLENGE AND RESOURCE MECHANISM**

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

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

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

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



## **1.8 SUMMARY OF REQUIREMENT**

The socio-economic gap between Indigenous and non-Indigenous Peoples in Canada is significant. Aging, inadequate infrastructure in Indigenous communities has had significant and ongoing negative consequences for social, health, and economic outcomes. Policing facilities have fallen into a state of disrepair and are in need of significant remediation.

As a result of the ad hoc approach taken in the past to fund the policing facilities in First Nation and Inuit communities, various facilities pose health and safety risks to police officers, detainees, and other individuals that may enter the premises.

Public Safety Canada funds the FNIPFP to support better policing infrastructure for the people who live and work in Indigenous communities. These investments will support First Nation and Inuit communities to ensure their policing infrastructure meets building, policing facility, and health and safety standards.

The program is cost-shared 52%-48% with the provinces and territories and will provide funding to repair, renovate, or replace policing facilities owned by First Nation and Inuit communities.

The Internal Audit and Evaluation Directorate, Public Safety Canada, is seeking the services of a Contractor to conduct an evaluation of Public Safety's First Nations and Inuit Policing Facilities Program as required by the Treasury Board Policy and Directive on Results (2016). The evaluation will focus on:

- achievement of short and medium term outcomes;
- successes and challenges encountered over the evaluation period;
- the application and inclusion of Gender-Based Analysis Plus (GBA+) considerations in program design and implementation;
- relationship between program and other related federal policy and legislative programs; and best practices, lessons learned and potential opportunities to improve performance.

The evaluation will provide the Deputy Minister of Public Safety Canada, as well as senior management, with reliable information to support decision making regarding Public Safety's First Nations and Inuit Policing Facilities Program. The evaluation will cover the time period from 2018-19 to the current fiscal year.

## **1.9 SET-ASIDE UNDER THE FEDERAL GOVERNMENT PROCUREMENT STRATEGY FOR INDIGENOUS BUSINESS (PSIB) AND TRADE AGREEMENTS**

This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of



the Set-aside Program for Indigenous Business, refer to Annex 9.4 of the Supply Manual and Part 5 Certifications.

Canada's obligations under any applicable trade agreements are set-aside as a result of the Procurement Strategy for Indigenous Business (PSIB).

Further information on the requirements for the Set Aside Program for Aboriginal Program can be found at Attachment 1 to Part 1.

### **1.10 COMPREHENSIVE LAND CLAIMS AGREEMENTS (CLCA)**

The resulting contract will not include deliveries within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). The resulting contract may include deliveries within locations within Quebec. Any requirements for deliveries Quebec, Canada will work with the successful Contractor to sub-contract work in keeping with Canada's CLCAs obligations.

### **1.11 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.

### **1.12 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY**

Public Safety Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for purposes of generating knowledge and information for public dissemination, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#).

Upon request, Public Safety Canada may grant a royalty-free license to the successful Contractor.





### **1.13 SECURITY REQUIREMENTS**

There are security requirements associated with this requirement. For additional information, consult Part 3 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html> ) website.

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

- a. the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6- Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.13.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

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



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## ATTACHMENT 1 TO PART 1 – LIST OF INVITED BIDDERS

This list will not be updated if additional suppliers request copies of the bid solicitation.

Only selected TSPS SA Holders currently holding a TSPS SA under the E60ZT-18TSPS series of SAs are invited to compete.

SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the E60ZT-18TSPS series as that joint venture at the time of bid closing in order to submit a bid.

- Aboriginal Employment Services Inc.
- Adirondack Information Management Inc., The AIM Group Inc. in Joint Venture
- ADRM Technology Consulting Group Corp.
- ADRM Technology Consulting Group Corp., and Randstad Interim Inc.
- Big River Analytics Ltd.
- Creative Fire LP
- Donna Cona Inc.
- Goss Gilroy Inc.
- Makwa Resourcing Inc., TPG Technology Consulting Ltd. In JOINT VENTURE
- Malarsoft Technology Corporation
- Maplestream Inc., Cofomo Ottawa Inc., in Joint Venture
- Maverin Business Services Inc.
- MINDWIRE SYSTEMS LTD., Akkada Professional Services Inc., HubSpoke Inc., in Joint Venture
- Mobile Resource Group Inc
- NATTIQ INC.
- Nisha Technologies Inc.
- OLAV CONSULTING CORP., MOSHWA ABORIGINAL INFORMATION TECHNOLOGY CORPORATION, IN JOINT VENTURE
- Orbis Risk Consulting Inc, Okwaho Management Resources Inc., IN JOINT VENTURE
- SEASI Consulting Inc.
- T.I.7 Inc.
- Talent Transformation Group Inc
- Three Hive Consulting
- TWO WORLDS CONSULTING LTD.



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## ATTACHMENT 2 TO PART 1 – REQUIREMENTS FOR THE SET ASIDE PROGRAM FOR ABORIGINAL BUSINESS

### Who is eligible?

**An Aboriginal business**, which can be:

- a band as defined by the Indian Act
- a sole proprietorship
- a limited company
- a co-operative
- a partnership
- a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

**OR**

**A joint venture** consisting of two or more Aboriginal businesses or an Aboriginal business and (a) non-Aboriginal business(es), provided that the Aboriginal business(es) has (have) at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting its bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the period of any contract resulting from the bid.

The Bidder must certify in its bid that it is an Aboriginal business or a joint venture constituted as described above.

### **Are there any other requirements attached to bidders in the Set-Aside Program for Aboriginal Business? - Yes.**

- In respect of a requirement (goods, services or construction), on which a Bidder is submitting a bid which involves subcontracting, the Bidder must certify in its bid that at least thirty-three percent of the value of the work performed under any contract resulting from the bid will be undertaken either directly by the Aboriginal business acting as the prime contractor or subcontracted with one or more Aboriginal business(es). “Value of the work performed under any contract resulting from the bid” is considered to be the total value of any such contract less the value of any materials directly purchased by the contractor for the performance of any such contract. Therefore, the Bidder must notify and, where applicable, bind the subcontractor(s) in writing, with respect to the requirements



that the Aboriginal Set-Aside Program (the Program) may impose on the subcontractor(s).

- The Bidder's contract with a subcontractor must also include, where applicable, a provision in which the subcontractor agrees to provide the Bidder with information substantiating its compliance with the Program and authorizes the Bidder to have an audit performed by Canada to examine the subcontractor's records to verify the information provided. Failure by the Bidder to exact or enforce such a provision will be declared a breach of any contract resulting from the bid and will be subject to the civil consequences referred to in this document.
  
- The Bidder must submit as part of its bid the certification entitled: "Certification Requirements for the Set-Aside Program for Aboriginal Business", duly completed and signed, stating that it:
  - (i) meets the requirements of the Program and will continue to do so throughout the period of any contract resulting from the bid;
  - (ii) will, upon request, provide evidence that it meets the eligibility criteria;
  - (iii) is willing to be audited regarding the certification; and
  - (iv) acknowledges that if it is found **NOT** to meet the eligibility criteria, the Bidder must be subject to one or more of the civil consequences set out in the certification and in any contract resulting from the bid.

**The certification is included at the end of this Attachment.**

### **How must the business prove that it meets the requirements?**

It is not necessary to provide evidence of eligibility at the time the bid is submitted. However, the Aboriginal business should have evidence of eligibility ready in case it is audited.

The civil consequences of making an untrue statement in the bid documents, or of not complying with the requirements of the Program or failing to produce satisfactory evidence to Canada regarding the requirements of the Program, may include: forfeiture of the bid deposit; forfeiture of the holdback; disqualification of the business from participating in future bid solicitations under the Program; and/or termination of any contract resulting from the bid. In the event that any such contract is terminated because of an untrue statement or non-compliance with the requirements of the Program, or failure to produce satisfactory evidence to Canada regarding the requirements of the Program, Canada may engage another contractor to complete the performance of the contract and any additional costs incurred by Canada shall, upon the request of Canada, be borne by the business.

## What evidence may be required from the business?

### Ownership and control

**Evidence of ownership and control of an Aboriginal business or joint venture** may include incorporation documents; shareholders' or members' register; partnership agreements; joint venture agreements; business name registration; banking arrangements; governance documents; minutes of meetings of Board of Directors and Management Committees; or other legal documents.

Ownership of an Aboriginal business refers to "beneficial ownership" i.e. who is the real owner of the business. Canada may consider a variety of factors to satisfy whether Aboriginal persons have true and effective control of an Aboriginal business. Factors that may be considered in determining whether Aboriginal persons have at least 51% ownership and control of an Aboriginal business include:

- Capital Stock and Equity Accounts, i.e., preferred stock, convertible securities, classes of common stock, warrants, options
- Dividend policy and payments
- Existence of Stock Options to employees
- Different treatment of Equity transactions for Corporations, Partnerships, Joint Ventures, Community organizations, Co-operatives, etc.
- Examination of Charter Documents, i.e., corporate charter, partnership agreement, financial structure
- Concentration of ownership or managerial control in partners, stockholders, officers trustees and directors based definition of duties
- Principal occupations and employer of the officers and directors to determine who they represent, i.e. banker, vested ownerships
- Minutes of directors meetings and stockholders meetings for significant decisions that affect operations and direction
- Executive and employee compensation records for indication of level of efforts associated with position
- Nature of the business in comparison with the type of contract being negotiated
- Cash management practices, i.e., payment of dividends - preferred dividends in arrears
- Tax returns to identify ownership and business history
- Goodwill contribution/contributed asset valuation to examine and ascertain the Fair Market value of non-cash capital contributions
- Contracts with owners, officers and employees to be fair and reasonable
- Stockholder authority, i.e. appointments of officers, directors, auditors
- Trust agreements made between parties to influence ownership and control decisions
- Partnership - allocation and distribution of net income, i.e., provision for salaries, interest on capital and distribution share ratios
- Litigation proceedings over ownership
- Transfer pricing from non-Aboriginal joint venture



- Payment of management or administrative fees
- Guarantees made by the Aboriginal business
- Collateral agreement.

## **Employment and employees**

Where an Aboriginal business has six or more full-time employees at the date of submitting the certification and is required by Canada to substantiate that at least thirty-three percent of the full-time employees are Aboriginal, it must, upon request by Canada, immediately provide a duly completed Owner/Employee Certification Form for each full-time employee who is Aboriginal. The form is included at the end of this Attachment.

### **Evidence as to whether an employee is or is not full-time and evidence as to the number of**

**full-time employees** may include payroll records, written offers for employment, and remittance and payroll information maintained for Canada Revenue Agency purposes as well as information related to pension and other benefit plans.

**A full-time employee**, for the purpose of this Program, is one who is on the payroll, is entitled to all benefits that other full-time employees of the business receive, such as pension plan, vacation pay and sick leave allowance, and works at least 30 hours a week. It is the number of full-time employees on the payroll of the business at the date of bid submission that determines the ratio of Aboriginal to total employees of the business for the purpose of establishing eligibility under the Program.

Owners who are Aboriginal and full-time employees who are Aboriginal must be ready to provide evidence in support of such status. The Owner/Employee Certification Form to be duly completed by each owner and full-time employee who is Aboriginal must state that the person meets the eligibility criteria of the Program and that the information supplied is true and complete. This certification must provide the person's consent to the verification of the information submitted.

## **Subcontracts**

**Evidence of the proportion of work done by subcontractors** may include contracts between the contractor and subcontractors, invoices, and paid cheques.

**Evidence that a subcontractor is an Aboriginal business** (where this is required to meet the minimum Aboriginal content of any contract resulting from the bid) is the same as evidence that a prime contractor is an Aboriginal business.

## **Who is an Aboriginal Person for Purposes of the Set-Aside Program for Aboriginal Business?**

An Aboriginal person is an Indian, Metis or Inuit who is ordinarily resident in Canada.



**Evidence of being an Aboriginal person** will consist of such proof as:

- Indian registration in Canada;
- membership in an affiliate of the Metis National Council or the Congress of Aboriginal Peoples, or other recognized Aboriginal organizations in Canada;
- acceptance as an Aboriginal person by an established Aboriginal community in Canada;
- enrollment or entitlement to be enrolled pursuant to a comprehensive land claim agreement;
- membership or entitlement to membership in a group with an accepted comprehensive claim.

**Evidence of being resident in Canada** includes a provincial or territorial driver's license, a lease or other appropriate document.

For further information on the Set-Aside Program for Aboriginal Business, contact the Economic Development Program Directorate in the Department of Indigenous and Northern Affairs Canada at (819) 956-9836 or 1 (800) 400-7677 or fax (819) 956-9837.



## PART 2 – BASIS OF SELECTION AND EVALUATION PROCEDURE

### 2.1 EVALUATION PROCEDURES

- 2.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- 2.1.2 The technical criteria will be evaluated by a team composed of representatives of Canada.
- 2.1.3 The financial evaluation, or price of bids, will be evaluated in Canadian Dollars and Goods and Services Tax (GST) excluded; FOB destination, Customs and duties and Excise taxes included. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

### 2.2 TECHNICAL EVALUATION

#### 2.2.1 **Mandatory Technical Criteria**

Refer to section 2 of Attachment 1 to Part 4.

#### 2.2.2 **Point Rated Technical Criteria**

Refer to section 3 to Attachment 1 to Part 4.

#### 2.2.3 **Joint-Venture Evaluation**

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

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

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

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

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting





Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

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

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

that show in total 100 billable days.

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

## **2.3    FINANCIAL EVALUATION**

2.3.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 2 to Part 4.

2.3.2 Any estimated level of services specified in the pricing schedule detailed in Attachment 2 to Part 4 is provided for bids evaluated price determination purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee. Travel, material and number of days (or level of effort) are provided as estimates only, and must not be construed as a commitment by Canada to respect those estimated in any resulting Contract

## **2.4    BASIS OF SELECTION – HIGHEST COMBINED RATING OF TECHNICAL MERIT 70% AND 30% PRICE**

2.4.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria;
- (c) obtain the required minimum number of point specified in Attachment 1 to Part 4 for the point rated technical criteria; and
- (d) obtain the minimum number of points specified in RT3 in Attachment 1 to Part 4.
- (e) meet all of the mandatory financial evaluation criteria

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

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

2.4.4 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: **CRi = PSi + TMSi**

2.4.5 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

2.4.6 The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

<b>Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)</b>			
<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	<b>90</b>	<b>85</b>	<b>79</b>
<b>Bid Evaluated Per Diem</b>	<b>C\$2,000</b>	<b>C\$1,500</b>	<b>C\$1,200 *</b>
<b>Calculations</b>	<b>Technical Merit Points</b>	<b>Price Points</b>	<b>Total Score</b>
<b>Bidder 1</b>	90 / 100 x 70 = 63.00	1,200* / 2,000 x 30 = 18.00	81.00
<b>Bidder 2</b>	85 / 100 x 70 = 59.50	1,200* / 1,500 x 30 = 24.00	83.50
<b>Bidder 3</b>	79 / 100 x 70 = 55.30	1,200* / 1,200 x 30 = 30.00	85.30

\* represents the lowest evaluated price

In the example above, Bidder 3 is the Bidder who obtained the highest combined technical and financial score.



## PART 3 – RESULTING CONTRACT CLAUSES

### 1. SECURITY REQUIREMENTS

This document is UNCLASSIFIED, however;

- 1.1 The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
- 1.2 The contractor/offeror personnel requiring access to **protected** information, assets or sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
- 1.3 The contractor/offeror **must not** remove any **protected** information or assets from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction
- 1.4 Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
- 1.5 The contractor/offeror must comply with the provisions of the:
  - 1.5.1 Security Requirements Check List and security guide (if applicable), attached at Annex
  - 1.5.2 Contract Security Manual (latest edition)

### 2. STATEMENT OF WORK

The work required under this contract is identified in Annex A, Statement of Work.

### 3. STANDARD CLAUSES AND CONDITIONS

All instructions, clauses and conditions identified in the following document by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual published by Public Works and Government Services Canada (PWGSC). The Manual is available through the PWGSC Web site:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>



Note: In this Contract and the standard clauses and conditions, replace all instances of “Minister of Supply and Services” and “Minister of Public Works and Government Services Canada” with “Minister of Public Safety Canada”.

### **3.1 Supplemental Conditions**

4007 – (2022-12-01) – Canada to Own Intellectual Property Rights in Foreground Information

### **3.2 General Conditions**

2035 General Conditions “Higher Complexity” – Services (2022-12-01) shall apply to and form part of this Contract



### 3.3 Specific Person(s)

A9014C (2006-06-16), Instructions to Bidders/Contractors, apply to and form part of the Contract.

The Contractor must provide the services of the following person to perform the Work as stated in the Contract: **[qualified resources to be added on contract award]**

### 3.4 Clauses from the SACC Manual

The following SACC clause form part of this contract:

SACC CLAUSE NUMBER	DATE	CLAUSE TITLE
A9117C Department	2007-11-30	T1204 - Direct Request by Customer

## 4. GENDER-BASED ANALYSIS PLUS (GBA +)

In 1995, the Government of Canada committed to using GBA+ to advance gender equality in Canada, as part of the ratification of the [United Nations' Beijing Platform for Action](#).

Gender equality is enshrined in the *Charter of Rights and Freedoms*, which is part of the Constitution of Canada. Gender equality means that diverse groups of women, men and gender-diverse people are able to participate fully in all spheres of Canadian life, contributing to an inclusive and democratic society.

The Government recently renewed its commitment to GBA+ and is working to strengthen its implementation across all federal departments.

Public Safety Canada encourages Contractors to promote and implement GBA programming within their organization amongst their employees, agents, representatives or any of its subcontractor to support the Government of Canada in the achievement of gender equality which depends on closing key gaps between diverse groups of women, men and gender-diverse people.

## 5. THE OFFICE OF THE PROCUREMENT

### Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the



cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3) (d) of the Department of Public Work and Government Services Act and Section 23 of the Procurement Ombudsman Regulations.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca) , or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## **Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the Department of Public Works and Government Services Act will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca) , by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca) .

## **6. PERIOD OF THE CONTRACT**

The period of this Contract is from contract award to **September 30, 2024**, inclusively.

## **7. AUTHORITIES**

### **7.1. Contracting Authority**

The Contracting Authority for this Contract is:

Mathieu Lemieux  
Public Safety Canada  
269 Laurier Avenue West  
Ottawa ON K1A 0P8

Telephone: 613-878-6790  
Email: [mathieu.lemieux@ps-sp.gc.ca](mailto:mathieu.lemieux@ps-sp.gc.ca)

The Contracting Authority is responsible for the management of the Contract, and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work outside the scope of the Contract or work that is not expected in response to oral or written requests or instructions from anyone other than the Contracting Authority.



## 7.2. Project Authority

The Project Authority for the Contract is:

Alison Jetté  
Director, Evaluation  
Public Safety Canada  
269 Laurier Avenue West  
Ottawa ON K1A 0P8

Email: [Alison.Jette@ps-sp.gc.ca](mailto:Alison.Jette@ps-sp.gc.ca)

The Project Authority is the representative of the department or organization for whom the work is being carried out under the Contract. The Project Authority is responsible for all matters concerning the technical content of the work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the work. These changes can be made only through a contract amendment issued by the Contracting Authority upon a request in writing from Public Safety Canada.

## 7.3. Suppliers Representative

As indicated on Page 1.

## 8. PAYMENT

### 8.1. Limitation of Expenditure

A limitation of expenditure is a predetermined amount of money representing Canada's total liability to the contractor. The contractor is expected to do its best to satisfactorily complete all the work indicated in the contract to which this basis of payment applies without exceeding the limitation of expenditure. If the contractor cannot perform a part of the work without exceeding the limitation of expenditure, it is not legally required to perform this part of the work unless a negotiated increase to the limitation of expenditure has been previously included in the contract in writing by the Contracting authority.

8.1.1 Canada's total liability to the Contractor under the Contract must not exceed *[value to be determined on contract award]* Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

8.1.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the specifications, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the



Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the Contract expiry date, or
- (c) if the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

## **9. INVOICE SUBMISSION**

- 9.1 Invoices must be submitted in the Contractor's name. 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.

- 9.2 Invoices must show:

9.2.1 the date, the name and address of the client department, item or reference numbers, deliverable and/or description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), if applicable, and financial code(s);

9.2.2 details of expenditures in accordance with the Basis of Payment, exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable);

9.2.3 deduction of holdback, if applicable;

9.2.4 the extension of the totals, if applicable; and

9.2.5 if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.

- 9.3 If applicable, the GST or HST must be specified on all invoices as a separate item. All items that are zero-rated, exempt or to which the GST or HST does not apply, must be identified as such on all invoices.





- 9.4 By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.
- 9.5 In the ongoing efforts of being a department that contributes to the greening initiative, as well as to improve our efficiencies when processing invoices, Public Safety Canada is moving towards receiving all invoices electronically from vendors. We ask, where possible, that vendors send their invoices electronically and do not send their invoices in paper format through regular postal mail services.

Email address: [PS.InvoiceProcessing-TraitementDesFactures.SP@ps-sp.gc.ca](mailto:PS.InvoiceProcessing-TraitementDesFactures.SP@ps-sp.gc.ca)

- 9.6 Canada's standard payment period is thirty (30) days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section entitled Interest on Overdue Accounts of the 31st day following that date and interest will be paid automatically in accordance with the section entitled Interest on Overdue Accounts of the General Conditions.
- 9.7 If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within fifteen (15) days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within fifteen (15) days will only result in the date specified in subsection 1 of the clause to apply for the sole purpose of calculating interest on overdue accounts.

## 10. APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of **[to be identified at contract award]**.

## 11. PRIORITY OF DOCUMENTS

If there is a discrepancy between the wordings 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 as follows:

- a) the Articles of Agreement;
- b) Supplemental General Conditions 4007 (2022-12-01) Canada to Own Intellectual Property Rights in the Foreground Information



- d) SACC 2035 General Conditions “Higher Complexity” –Services (2022-12-01);
- e) SACC A9117C, T1204 - Direct Request by Customer Department (2007-11-30)
- f) SACC A9014C, Instructions to Bidders/Contractors – Specific Persons (2006-06-16)
- g) Annex A, Statement of Work;
- h) Annex B, Basis of Payment;
- i) Annex C, Security Requirements Checklist
- j) Annex D, Security Guide
- k) Supply Arrangement [insert successful bidder’s supply arrangement on contract award]
- l) the Contractor's proposal dated *insert date*.

## **12. WORK PERMIT AND LICENSES**

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation.

The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor will provide a copy of any such permit, license, or certificate to Canada.

## **13. CONFLICT OF INTEREST**

In order to provide impartial and objective advice to Canada and to avoid any real or apparent conflict of interest, the Contractor represents and warrants that any proposed individual(s) assigned to perform any work under the contract must not be in a situation of conflict of interest that would render it unable to provide impartial assistance or advice to Canada, or affect or otherwise impair its objectivity in performing the work.

## **14. CONFLICT OF INTEREST – OTHER WORK**

The Contractor, during and after the period of performance of the Contract agrees that:

- a) it must not bid for any contract to be let as a result of a solicitation where any work performed by the Contractor under this Contract creates a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), and must not participate as a subcontractor or consultant in the preparation of any other Bidder’s tender or proposal for such a resulting contract; and;
- b) it must not bid for any contract where the Contractor, in its work performed under this Contract, is required to assist Canada in evaluating the bids or in overseeing



performance of a resulting contract, and must not participate as a subcontractor or consultant in the preparation of any other Bidder's tender or proposal for such a resulting contract; and;

- c) if its work under the subject Contract involved access to information that would for any reason create a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), the Contractor must not bid for any of that resulting contract(s) or participate as a subcontractor or consultant in the preparation of any other Bidder's tender or proposal for any resulting contract.

Canada will disqualify any bid from the Contractor (or any entity that either controls or is controlled by the Contractor or, together with the Contractor, is under the common control of a third party, as well as such third party) for contracts as described in this clause, in respect to which Canada determines, at its sole discretion, that the bidder's involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation.

## **15. NON-PERMANENT RESIDENT**

### Non-Permanent Resident

The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfillment of this Contract. The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.

## **16. CANADA FACILITIES, EQUIPMENT, DOCUMENTATION & PERSONNEL**

Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the work:

- c. Documentation; and
- d. Personnel for consultation.

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced documentation and personnel.

Subject to the approval of the Project Authority, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Client department's earliest convenience.



## 17. **INSURANCE**

The Contractor is responsible to decide 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 will be at its own expense and for its own benefit and protection. It will not release the Contractor from or reduce its liability under the Contract.



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**ANNEX A  
STATEMENT OF WORK**

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**1.    TITLE**

Evaluation of Public Safety’s First Nations and Inuit Policing Facilities Program (FNIPFP)

**2.    BACKGROUND**

The socio-economic gap between Indigenous and non-Indigenous Peoples in Canada is significant. Aging, inadequate infrastructure in Indigenous communities has had significant and ongoing negative consequences for social, health, and economic outcomes. Policing facilities have fallen into a state of disrepair and are in need of significant remediation.

As a result of the ad hoc approach taken in the past to fund the policing facilities in First Nation and Inuit communities, various facilities pose health and safety risks to police officers, detainees, and other individuals that may enter the premises.

Public Safety Canada funds the FNIPFP to support better policing infrastructure for the people who live and work in Indigenous communities. These investments will support First Nation and Inuit communities to ensure their policing infrastructure meets building, policing facility, and health and safety standards.

The program is cost-shared 52%-48% with the provinces and territories and will provide funding to repair, renovate, or replace policing facilities owned by First Nation and Inuit communities.

**3.    REQUIREMENT**

The Internal Audit and Evaluation Directorate, Public Safety Canada, is seeking the services of a Contractor to conduct an evaluation of Public Safety’s First Nations and Inuit Policing Facilities Program as required by the Treasury Board Policy and Directive on Results (2016). The evaluation will focus on:

- achievement of short and medium term outcomes;
- successes and challenges encountered over the evaluation period;
- the application and inclusion of Gender-Based Analysis Plus (GBA+) considerations in program design and implementation;
- relationship between program and other related federal policy and legislative programs; and
- best practices, lessons learned and potential opportunities to improve performance.



**ANNEX A  
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The evaluation will provide the Deputy Minister of Public Safety Canada, as well as senior management, with reliable information to support decision making regarding Public Safety’s First Nations and Inuit Policing Facilities Program. The evaluation will cover the time period from 2018-19 to the current fiscal year.

**4. SCOPE OF WORK**

The evaluation must address (at a minimum) the issues identified in the following table:

**Table 1: Evaluation Questions**

<b>Evaluation Issues</b>	<b>Potential Areas of Inquiry</b>
<p><b><u>Achievement of Expected Outcomes</u></b> Assessment of progress toward expected outcomes with reference to performance targets and program reach, program design, including the linkage and contribution of outputs and outcomes.</p>	<ul style="list-style-type: none"> <li>• Have activities been implemented as planned, and have they produced the expected outputs?</li> <li>• Have activities and outputs been informed by GBA+ considerations?</li> <li>• Has the Program made progress towards the achievement of its expected outcomes?</li> <li>• Have there been any positive or negative unintended consequences as a result of Program implementation and delivery? If so, are there any lessons learned?</li> </ul>
<p><b><u>Demonstration of Efficiency</u></b> Assessment of resource utilization in relation to the production of outputs and progress toward expected outcomes.</p>	<ul style="list-style-type: none"> <li>• Were Program resources used as planned and in an efficient manner?</li> <li>• Does the Program have effective and appropriate processes in place to measure performance? Are these processes followed in a consistent manner?</li> </ul>

**5. RESOURCES**

**5.1 Resource Streams under Task and Solutions Professional Services (TSPS)**

Stream 2. Business Consulting

Category 2.12 Evaluation Services Consultant

The required services may include, but are not limited to the following:

- Assessing the readiness of a policy, program or initiative to be evaluated
- Planning specific evaluations or related studies of individual or clusters of programs, policies or initiatives
- Developing terms of reference for evaluation projects



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## ANNEX A STATEMENT OF WORK

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- Preparing logic models, program theories/theories of change or assessment tools
- Constructing work plans, including evaluation planning reports or frameworks and associated methodologies
- Developing, testing and implementing evaluation methods and data collection tools (including surveys, interview guides, focus group discussions, case studies)
- Collecting and analyzing both qualitative and quantitative data (including socio-economic and statistical analysis, collecting baseline data, conducting impact analysis)
- Assessing the relevance and performance (including impact, efficiency and cost-effectiveness) of programs, policies or initiatives
- Validating evaluation approaches, methodologies, findings, conclusions and recommendations, using methods such as but not limited to: validation with participants, organizations and conduct of expert panels or peer reviews
- Developing evaluation reports or associated products (briefing note, deck, technical report) containing findings, conclusions and recommendations, and undertake report validation and consultations where appropriate and requested
- Conducting and writing synthesis or meta-evaluations
- Aid in the compilation, analysis and dissemination of findings, lessons learned and best practices
- Briefing evaluation staff and program management on major results and findings, including preparation of presentations
- Aid in writing other materials, documents, tools and instruments related to the work

For further information of the Stream and Category under TSPS: <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsoc-tspssoc-clas2-eng.html#a2-12>

### 5.2 Description of Resource Category

The scope of work within the requirement is determined for 2.12 Evaluation Services Consultant based on the level of the proposed resource.

Senior:

- Develops and designs approaches and programs for significant segments of projects.
- Participates in the development of the overall plan and strategy.
- Carries-out, or supervises evaluators and junior evaluators in the performance of, project tasks according to approved work plans.
- Prepares and presents project findings and recommendations to the Project Manager/Leader for approval.
- Presents observations and findings from work completed to the Project Authority.
- Drafts and revises evaluation reports.



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**ANNEX A  
STATEMENT OF WORK**

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Intermediate:

- Participates in the planning, assessment and reporting phases of projects.
- Organizes and conducts project tasks according to approved programs or plans.
- Drafts portions of, or content leading to, drafts and final reports, including findings, conclusions and recommendations.

Junior:

- Conducts assigned tasks within the assessment phase of the evaluation.
- Drafts content leading to portions of the draft and final reports.

**6.    TASKS**

The Contractor must complete the following tasks:

- 6.1    Attend a kick-off meeting with the Internal Audit and Evaluation Directorate Project Authority and other stakeholders to discuss the objectives and requirements of the mandate and the Contractor's provisional approach and methodology. The meeting will take place within one (1) week of contract award by teleconference. The Project Authority (PA) will provide all relevant templates in an electronic format.
- 6.2    Based upon the discussion at the kick-off meeting, the Contractor must revise and submit within five days of the kick-off meeting the final draft of its approach and methodology (work plan) to the PA for review and approval.
- 6.3    Review program documents, to inform the development of the Evaluation Terms of Reference.
- 6.4    Submit to the Project Authority draft and final versions of the Evaluation Terms of Reference, including Evaluation Matrix.
- 6.5    Submit to the Project Authority draft and final versions of the Interview Guides and case study plans.
- 6.6    Conduct data gathering activities and analysis in accordance with Project Authority approved evaluation matrix and templates (interviews, case studies, document/literature reviews, and reviews of performance data).
- 6.7    Submit to the Project Authority draft versions of the results of the research, analysis and/or conclusions for review and revision, for each line of evidence.
- 6.8    Submit the completed evidence matrix to the Project Authority at the conclusion of the Conduct Phase (milestone 6 in Table 2).





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STATEMENT OF WORK**

- 6.9 Present preliminary findings, conclusions and areas of potential recommendations to the Project Authority. Incorporate any suggestions or comments by the Project Authority.
- 6.10 Submit a draft evaluation report to the Project Authority for review and revision. Incorporate any suggestions or comments and submit a second draft report to the Project Authority for review and revision. Incorporate any suggestions or comments and submit the final evaluation report in electronic format to the Project Authority.
- 6.11 Throughout the duration of the contract, the Contractor must submit ongoing, bi-weekly progress reports.

**7. DELIVERABLES**

The Contractor must submit the following deliverables as outlined in Table 2. Timelines are not negotiable. All completion of deliverables submitted by the Contractor must be approved the Project Authority and the PA will provide ongoing feedback through the duration of the contract. All deliverables must submitted in English in electronic copies in MS Word or Powerpoint as directed by the Project Authority. Deliverables will only be considered final upon written confirmation by the Project Authority.

**Table 2: Activities, Milestones and Estimated Time of Delivery**

Milestone #	Task with Deliverable	Estimated Due Dates*For Deliverables
1	Final work plan including approach and methodology	Within one week of the kick-off meeting. (This will be considered <b>Week 0</b> for project timelines)
2	Submission of Progress Reports	Ongoing, <b>bi-weekly</b>
3	Draft ToRs with evaluation matrix	First draft: by end of <b>Week 4</b>
		Second draft: by end of <b>Week 6</b>
4	Document/ literature and performance data review, and updated evidence matrix (and verbal report if requested)	First draft: by end of <b>Week 10</b>
		Second draft: by end of <b>Week 12</b>
5	Key Informant Interviews: guide(s) Case study: plan(s)	First draft: by end of <b>Week 11</b>
		Second draft: by end of <b>Week 13</b>
6		First draft: by end of <b>Week 25</b>



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<b>Milestone #</b>	<b>Task with Deliverable</b>	<b>Estimated Due Dates*For Deliverables</b>
	Key Informant Interviews: interview evidence matrix Case studies: evidence matrix	Second draft: by end of <b>Week 28</b>
7	Presentation: Preliminary findings, conclusions and areas of potential recommendations (as well as the completed, integrated evidence matrix). Preliminary findings document must be referenced to the integrated evidence matrix.	First draft: by end of <b>Week 30</b>
		Second draft: by end of <b>Week 33</b>
8	First Draft Evaluation Report with Quality Assurance package including, but not limited to, reference documents and interview notes/analysis.	By end of <b>Week 36</b>
9	Second Draft Evaluation Report	By end of <b>Week 40</b>
10	Final Draft Evaluation Report with completed Quality Assurance Disposition Table	By end of <b>Week 44</b>

\* The exact delivery date will be in accordance with the workplan as approved by the PA.

**8. LANGUAGE**

The Contractor must provide services in both official languages (French and /or English) as and when requested. All communication with Public Safety Canada staff and Canadian public (if applicable) must be performed in the official language (English or French) preferred by the employee/citizen.

All deliverables must be submitted in English.

The Project Authority will arrange for the translation of Contractor-produced deliverables, as required.

**9. WORK LOCATION**

The Contractor must conduct the work at its own facilities; however the contractor's resources must be available to participate in meetings as required. These meetings may either be via videoconference or via teleconference as determined by the PS Project/Technical Authority.



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**ANNEX A  
STATEMENT OF WORK**

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Canada will not accept any travel and/or living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

The Contractor or its Sub-Contractors may be required to travel to remote locations to visit First Nations or Inuit Communities in the performance of the work. Any travel carried out by the Contractor or its Sub-Contractors must be approved by the Project Authority. Any costs incurred for travel by the Contractor or its Sub-Contractors will be governed by the [National Joint Council Directives](#).

**10. REPORTING AND COMMUNICATION**

In addition to the timely submission of all deliverables and fulfillment of obligations specified within the Contract, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Project Authority. Status updates, verbal or written, may be requested by the Project Authority over the course of the contract. Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations. Communication may include: phone calls; electronic mail; and meetings. In addition, the Contractor must immediately notify the Project Authority of any issues, problems or areas of concern in relation to any work completed under the contract, as they arise.



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**ANNEX A  
STATEMENT OF WORK**

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**11. POLICY ON GREEN PROCUREMENT**

In April 2006, and as revised on May 14, 2018, the Government of Canada issued the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>) that directs federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. To assist Canada in reaching its objectives, the Contractor should undertake the following when performing the Work:

- 12.1 Provide and transmit draft and final deliverables in electronic format.
- 12.2 Print on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest such as: Canadian Standards Association (CSA), Forest Stewardship Council (FSC); Sustainable Forestry Initiative (SFI); Ecologo certification, etc.
- 12.3 Print double sided in black and white format.
- 12.4 Recycle (shred) unneeded printed documents in accordance with Security Requirements of the Contract.



**ANNEX B  
BASIS OF PAYMENT**

**1. BASIS OF PAYMENT**

**1.1 Professional Services – Per Diem Rates**

1.1.1 Canada will pay the Contractor for work completed based on the evaluated and qualified resource's per diem rate:

Resource Name	Resource Role (Level)	Firm All-Inclusive Per Diem Rate	Total
[To be completed on contract award]	[To be completed on contract award]	[To be completed on contract award]	
<b>Total Evaluated Price</b>			

1.1.2 All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.

1.1.3 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 ("Days\_worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$Days\_worked = \frac{Hours\_Worked}{7.5\_hours\_per\_day}$$

1.1.4 The firm all-inclusive rates specified above are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing or other operating costs unless specified elsewhere in the contract. Accordingly, separate billing of any items related to the routine cost of doing business will not be permitted.

**1.2 Travel**

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.



**ANNEX B  
BASIS OF PAYMENT**

The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the negotiated meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Treasury Board Travel Directive <https://www.njc-cnm.gc.ca/directive/d10/v238/en>, and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees.” All payments are subject to Government Audit.

Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. **All travel must have the prior authorization of the Project Authority.**

Estimated Amount:                    **[To be inserted at contractor award]**

**2.     METHOD OF PAYMENT – MILESTONE PAYMENTS**

2.1     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.
- (d)     Travel Expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

2.2     The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

<b>Milestone No.</b>	<b>Deliverable</b>	<b>Delivery Date from Contract Award</b>
1	Final work plan including approach and methodology	Within one week of the kick-off meeting. (This will be considered <b>Week 0</b> for project timelines)
2	Submission of Progress Reports	Ongoing, <b>bi-weekly</b>
3	Draft ToRs with evaluation matrix	First draft: by end of <b>Week 4</b>



**ANNEX B  
BASIS OF PAYMENT**

4	Document/ literature and performance data review, and updated evidence matrix (and verbal report if requested)	Second draft: by end of <b>Week 6</b>
	Document/ literature and performance data review, and updated evidence matrix (and verbal report if requested)	First draft: by end of <b>Week 10</b>
5	Key Informant Interviews: guide(s)	Second draft: by end of <b>Week 12</b>
	Key Informant Interviews: guide(s) Case study: plan(s)	First draft: by end of <b>Week 11</b>
6	Key Informant Interviews: interview evidence matrix	Second draft: by end of <b>Week 13</b>
	Key Informant Interviews: interview evidence matrix Case studies: evidence matrix	First draft: by end of <b>Week 25</b>
7	Presentation: Preliminary findings, conclusions and areas of potential recommendations (as well as the completed, integrated evidence matrix). The preliminary findings document must be referenced to the integrated evidence matrix.	Second draft: by end of <b>Week 28</b>
	Presentation: Preliminary findings, conclusions and areas of potential recommendations (as well as the completed, integrated evidence matrix). Preliminary findings document must be referenced to the integrated evidence matrix.	First draft: by end of <b>Week 30</b>
	First Draft Evaluation Report with Quality Assurance package including, but not limited to, reference documents and interview notes/analysis.	Second draft: by end of <b>Week 33</b>
8	First Draft Evaluation Report with Quality Assurance package including, but not limited to, reference documents and interview notes/analysis.	By end of <b>Week 36</b>
9	Second Draft Evaluation Report	By end of <b>Week 40</b>

**3. GOOD AND SERVICES TAX (GST) / HARMONIZED SALES TAX (HST)**

3.1 All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price and will be paid by Canada.



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**ANNEX B**  
**BASIS OF PAYMENT**

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- 3.2    GST or HST, to the extent applicable, must be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.





## ANNEX C SECURITY REQUIREMENTS CHECKLIST

COMMON-PS-SRCL#6



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>202304020</b>
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE				
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <span style="float: right;">Public Safety Canada</span>	2. Branch or Directorate / Direction générale ou Direction Internal Audit and Evaluation Directorate			
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 Internal Audit and Evaluation Directorate, Public Safety Canada, is seeking the services of a Contractor to conduct an evaluation of Public Safety's First Nations and Inuit Police Facilities Program as required by the Treasury Board Policy and Directive on Results (2016).				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input type="checkbox"/>	No Non	<input checked="" type="checkbox"/>	Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		
Not releasable À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		
7. c) Level of information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>		
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>		
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>		
CONFIDENTIAL CONFIDENTIEL <input 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"/>		

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## ANNEX C SECURITY REQUIREMENTS CHECKLIST

COMMON-PS-SRCL#6



Government of Canada /  
Gouvernement du Canada

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<b>PART A (continued) / PARTIE A (suite)</b>													
<p>8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<p>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?</p> <p>Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>													
<p>10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis</p> <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ</td> <td><input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL</td> <td><input type="checkbox"/> SECRET SECRET</td> <td><input type="checkbox"/> TOP SECRET TRÈS SECRET</td> </tr> <tr> <td><input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT</td> <td><input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL</td> <td><input type="checkbox"/> NATO SECRET NATO SECRET</td> <td><input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET</td> </tr> <tr> <td><input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS</td> <td colspan="3"></td> </tr> </table> <p>Special comments: Commentaires spéciaux : _____</p> <p>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.</p>		<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET	<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET										
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET										
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS													
<p>10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui  <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>													
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>													
<p>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?</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<p>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?</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<b>PRODUCTION</b>													
<p>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?</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>													
<p>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?</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<p>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?</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												

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## ANNEX C SECURITY REQUIREMENTS CHECKLIST

COMMON-PS-SRCL#6



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / 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?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

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

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



## ANNEX C SECURITY REQUIREMENTS CHECKLIST

COMMON-PS-SRCL#6



Government of Canada /  
Gouvernement du Canada

Contract Number / Numéro du contrat <b>202304020</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) <b>Alison Jetté</b>	Title - Titre <b>Director</b>	Signature <b>Jette, Alison</b>	Date <b>July 4, 2023</b>
Telephone No. - N° de téléphone <b>613-302-5714</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>alison.jette@ps-sp.gc.ca</b>	Date <b>July 4, 2023</b>
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) <b>Jean-Francois Houde</b>	Title - Titre <b>Manager, Security Services</b>	Signature <b>Houde, JeanFrancois</b>	Date <b>2023-07-04</b>
Telephone No. - N° de téléphone <b>613-415-9635</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>jean-francois.houde@ps-sp.gc.ca</b>	Date <b>2023-07-04</b>
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) <b>Mathieu Lemieux</b>	Title - Titre <b>A/Senior Acquisitions Advisor</b>	Signature <b>M. Lemieux</b>	Date <b>July 14, 2023</b>
Telephone No. - N° de téléphone <b>613-878-6790</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>mathieu.lemieux@ps-sp.gc.ca</b>	Date <b>July 14, 2023</b>
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées) <b>Jacques Saumur</b>	Title - Titre <b>Quality Assurance Officer</b>	Signature <b>Saumur, Jacques</b>	Date <b>2019.10.30 08:07:07 -04'00'</b>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>jacques.saumur@tpsgc-pwgsc.gc.ca</b>	Date

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## ANNEX D SECURITY GUIDE

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The purpose of the security guide is to clarify the multiple levels of security screening identified under Part B of the Security Requirements Check List (SRCL) described in Annex C. In addition to the Contractor and its resource's obligation to comply with the provisions of the SRCL described in Annex C, the following must be adhered to:

### 1. **PERSONNEL SECURITY SCREENING LEVEL REQUIREMENTS**

#### 1.1 **Reliability Security Status**

Resources that will conduct site assessments of police facilities must have a security screening at the **RELIABILITY STATUS**. Additionally, any work as described in the Statement of Work at Annex A or on individual Task Authorization that require access to Protected A or B level information must be performed by a resource holding a **RELIABILITY STATUS**.

#### 1.2 **Unscreened Personnel**

Resources that do not have valid security screening can perform any work as described in the Statement of Work at Annex A or on individual Task Authorization, at the exception of site assessment of police facilities or that require access to Protected A or B level information.

## **PART 4 – BID PREPARATION INSTRUCTIONS**

### **4.1 BID PREPARATION INSTRUCTIONS**

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

- (a) Section I: Technical Bid; and
- (b) Section II: Financial Bid; and
- (c) Section III: Certifications; and
- (d) Section IV: Additional Information

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

4.1.2 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](#). To assist Canada in reaching its objectives, bidders must submit their bids electronically.

### **4.2 SECTION I: TECHNICAL BID**

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed. Attachment 1 to Part 4, Technical Criteria, contains additional instructions that bidders should consider when preparing their technical bid.



#### **4.3    SECTION II: FINANCIAL BID**

- 4.3.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 2 to Part 4. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, as applicable.
- 4.3.2 Bidders must submit their price(s) and/or rate(s), FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- 4.3.3 When preparing their financial bid, Bidders should review clause the Basis of Payment in Annex B.
- 4.3.4 Financial proposals must clearly identify the personnel proposed and the associate category for evaluation purposes only.
- 4.3.5 The Bidder's per diem rates in response to an RFP and resulting contract(s) will apply to where the Work is to be performed in Canada as may be specified in the RFP and the resulting contract(s).
- 4.3.6 The Bidder's per diem rates in response to an RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services; office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

#### **4.5    SECTION III: CERTIFICATIONS**

Bidders must submit the certifications required under Attachment 3 to Part 4.

#### **4.6    SECTION IV: ADDITIONAL INFORMATION**

- 4.6.1 In Section IV of their bid, Bidders should include the following information in their financial bid:
  - (a) Their legal name;
  - (b) Their Procurement Business Number (PBN); and





- (c) The name of the contact person (including this person's mailing address, phone and email address) authorized by the Bidder to enter into communications with Canada with regard to:
  - (i) their bid; and
  - (ii) any contract that may result from their bid



## ATTACHMENT 1 TO PART 4 – TECHNICAL CRITERIA

### 1. INFORMATION TO BE PROVIDED FOR ASSESSMENT

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

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

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

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

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

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

## 2. MANDATORY TECHNICAL CRITERIA

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

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

The Bidder must provide sufficient detail to clearly demonstrate how they meet each mandatory requirement below. Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered as “demonstrated” for the purpose of this evaluation.

### **Mandatory Technical Criteria (M)**

For the purpose of the mandatory technical criteria specified below, the experience of the Bidder will be considered.

**Note:** When applicable, each individual proposed with a university degree or college diploma, must possess, at minimum, a certificate from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside of Canada. The List of recognized organizations can be found under the [Canadian Information centre for International Credentials website](#).

#	Mandatory Technical Criterion	Met / Not Met	Cross Reference to Proposal
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<b>M1</b>	<b>Bidder's Proposed Team</b> The Bidder must propose a team of 2.12 Evaluation Services Consultant including, at minimum:  One (1) Senior level resource One (1) Intermediate level resource.  The Bidder must identify which of it's senior level resources will serve as the Project Lead.  The Bidder must identify the level for each proposed team member at the Junior, Intermediate, and Senior level.		
<b>M2</b>	<b>Resource Evaluation Against TSPS Flexible Grids for 2.12 Evaluation Services Consultant</b>  The Bidder should complete a flexible grid evaluation for each proposed resource. The Bidder must demonstrate how each resource meets the flexible grid level of expertise for which they have been identified. A flexible grid template is provided in <b>Annex A – Attachment 1 to Part 4.</b>  <b>Notes:</b> (1) Education: a. For any relevant education, points will only be given for education that is complete; degrees, certificates, diplomas, etc., in progress will receive no points. In addition, points will only be given for the highest level completed. For example, a Bidder's		



	<p>proposed resource(s) will not receive points for both a University Degree and a College or CEGEP Diploma/Certificate.</p> <p>b. The Bidder's proposal must include copies of education and certification achievements.</p> <p>(2) Certifications: For any relevant professional certifications, points will only be given for one certification. If a Bidder's proposed resource has two or more professional certifications, the Bidder must indicate which certification is to be considered.</p> <p>(3) Relevant Work Experience:</p> <p>a. It is incumbent upon the Bidder to demonstrate the relevance of any work experience, education or professional certification to the proposed work as outlined in the Consultant Category.</p> <p>b. For any relevant work experience, the Bidder must provide complete details as to where, when (month and year), and how, through which activities/responsibilities, the stated experience was obtained.</p> <p>c. Bidders are advised that the month(s) of experience listed for a project in</p>		
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	<p>which the timeframe overlaps that of another referenced project will only be counted once. For example: Project #1 timeframe is July 2014 to December 2014; Project #2 timeframe is October 2014 to January 2015; the total months of experience counted for these two project references is seven (7) months.</p>		
<p><b>M3</b></p>	<p><b>Bidder’s Evaluation Project Experience</b> The Bidder must demonstrate that it has experience providing Evaluation Services for the evaluations of programs, including Indigenous programs as well as Real Property programs.</p> <p>To demonstrate this experience, the Bidder must provide an overview of two (2) projects they have successfully completed over the past seven (7) years. One project must be an evaluation of an Indigenous program. One project must be an evaluation of a Real Property program.</p> <p>For each project, the Bidder must include:</p> <ul style="list-style-type: none"> <li>• Name and description of client organization;</li> <li>• Name, phone or email of client ;</li> <li>• Scope, objective, size in dollars and resources, project timeframe (from-to dates month/year);</li> <li>• Outcomes of the project; and/or</li> <li>• Description of the Bidder’s roles and responsibilities in the project</li> </ul>		



<b>M4</b>	<p><b>Resource's Evaluation Project Experience</b></p> <p>The Bidder must demonstrate that each of its proposed Senior Level Evaluation Services Consultants each has experience providing Evaluation Services for the evaluation of programs, including an evaluation of at least one Indigenous program and one Real property program.</p> <p>To demonstrate this experience, the Bidder must provide an overview of two (2) projects for each Senior Level resource that demonstrates they have successfully completed the work over the past seven (7) years. One project must be an evaluation of an Indigenous program. One project must be an evaluation of a Real Property program.</p> <p>For each project, the Bidder must include:</p> <ul style="list-style-type: none"><li>• Name and description of client organization;</li><li>• Name, phone or email of client ;</li><li>• Scope, objective, size in dollars and resources, project timeframe (from-to dates month/year);</li><li>• Outcomes of the project; and/or</li><li>• Description of the Bidder's roles and responsibilities in the project.</li></ul>		
<b>M5</b>	<p>The Bidder must demonstrate that at minimum one, of the proposed resource is fluently bilingual in both official languages (English &amp; French).</p> <p>To demonstrate this criteria, the Bidder must obtain a signed reference from a client attesting to the</p>		

	resource's ability to speak, read and write in both official languages (English & French).		
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**3. POINT-RATED TECHNICAL CRITERIA**

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

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

<b>Point Rated Technical Criteria (RT)</b> For the purpose of the point rated technical criteria specified below the experience of the Bidder will be considered.			
#	Point Rated Technical Criterion	Scoring	Cross Reference to Proposal
R1	<b>Bidder's Additional Evaluation Experience</b> The Bidder should demonstrate that it has completed additional projects where the Bidder provided Evaluation Services for the evaluations of programs, including Indigenous programs as well as Real Property programs.  The project submitted to meet M3 cannot be submitted to meet this criteria.  To demonstrate this experience, the Bidder should provide an overview of the project they have successfully completed over the past seven (7) years.  For each project, the Bidder must include:	<b>Maximum points: 36 points</b>  5 points will be awarded per project, to a maximum of 3 projects, where the Bidder provided Evaluation Services for the evaluation of an Indigenous <b>or</b> Real Property Program.  OR  10 points will be awarded per project, to a maximum of 3 projects, where the Bidder provided Evaluation Services for the evaluation of an Indigenous <b>and</b> Real Property Program.  AND	



	<ul style="list-style-type: none"> <li>Name and description of client organization;</li> <li>Name, phone or email of client ;</li> <li>Scope, objective, size in dollars and resources, project timeframe (from-to dates month/year);</li> <li>Outcomes of the project; and/or</li> <li>Description of the Bidder's roles and responsibilities in the project.</li> </ul>	<p>2 points will be awarded per project, to a maximum of 3 projects, where the evaluation was conducted using the Treasury Board <i>Policy and Directive on Results</i> (2016).</p>	
<p><b>R2</b></p>	<p><b>Resource's Additional Evaluation Experience</b></p> <p>The Bidder should demonstrate that each of its proposed Senior Level Evaluation Services Consultants each has additional experience providing Evaluation Services for the evaluations of programs, that include an Indigenous programs as well as real property.</p> <p>The project submitted to meet M4 cannot be submitted to meet this criteria.</p> <p>To demonstrate this experience, the Bidder should provide an overview of the project for each Senior Level resource that demonstrates they have successfully completed the work over the past seven (7) years.</p> <p>For each project, the Bidder must include:</p> <ul style="list-style-type: none"> <li>Name and description of client organization;</li> </ul>	<p><b>Maximum points: 36 points</b></p> <p>5 points will be awarded per project, to a maximum of 3 projects, where the Bidder provided Evaluation Services for the evaluation of an Indigenous <b>or</b> Real Property Program.</p> <p>OR</p> <p>10 points will be awarded per project, to a maximum of 3 projects, where the Bidder provided Evaluation Services for the evaluation of an Indigenous <b>and</b> Real Property Program.</p> <p>AND</p> <p>2 points will be awarded per project, to a maximum of 3 projects, where the evaluation was conducted using the Treasury Board <i>Policy and Directive on Results</i> (2016).</p>	





	<ul style="list-style-type: none"> <li>• Name, phone or email of client ;</li> <li>• Scope, objective, size in dollars and resources, project timeframe (from-to dates month/year);</li> <li>• Outcomes of the project; and/or</li> <li>• Description of the Bidder's roles and responsibilities in the project.</li> </ul>	<p>The score for R2 will be the average score of all Senior-Level Evaluation Services resources.</p> <p>For example, a Bidder proposes 2 Senior-Level Evaluation Services resources. Resource A qualifies 3 projects (15 points) all conducted using the Treasury Board <i>Policy and Directive on Results</i> (15 points). Resource B qualifies 2 projects (10 points) one of which was conducted using the Treasury Board <i>Policy and Directive on Results</i> (5 points). The final score is resource's A total points (30 points) + resource's B total points (15 points) divided by the total number of Senior-Level resources (2) = 22.5 points.</p>	
R3	<p><b>Bidder's Work Strategy</b> The Bidder should provide its Quality Assurance Strategy that demonstrates how it plans, prevents and mitigates risks that could affect quality and delivery of services.</p>	<p><b>Maximum points: 30 points</b></p> <p>Up to 5 points per element below will be awarded where the Bidder demonstrates that each of the following is contained within its Work Strategy:</p> <ol style="list-style-type: none"> <li>a. A description of the methodology of how the Bidder coordinates and allocates resources for the tasks outlined</li> </ol>	



		<p>in Table 2 of the Statement of Work.</p> <ul style="list-style-type: none"><li>b. Approach describes plans to engage with Indigenous communities including how the First Nations Principles of OCAP will be included (<a href="https://fnigc.ca/ocap-training">https://fnigc.ca/ocap-training</a>)</li><li>c. A description of how the Bidder manage activities to stay on project course.</li><li>d. Identification of possible risks related to this work, and proposed mitigation strategies to address them through the work.</li><li>e. A description of the methodologies, tools, guides and/or templates the bidder uses to ensure the quality of final products and /or deliverables are aligned with the requirement.</li><li>f. A description of how the bidder manages resource non-performance or resource inability to complete a task necessitating replacement resources, including onboarding, termination and knowledge transfers.</li></ul> <p><b>All points will be allocated as follows. No partial points will be awarded.</b></p>	
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		<p>0 points – No details or explanations are provided; or the details and explanation provided have a near absence of detail or are not relevant or related.</p> <p>1 point – Details and explanations are provided but are incomplete, limited and/or insufficient.</p> <p>2 points – Details and explanations are provided but their relevance are not well explained.</p> <p>3 points – Details and explanations provided are acceptable and adequate, and are well explained with only minor issues identified or minor elements missing.</p> <p>4 points – Details and explanations provided are acceptable and adequate, and are well explained with no issues identified or elements missing.</p> <p>5 points – Details and explanations provided are excellent and in-depth with no issues identified or elements missing.</p> <p><b>Bidders must achieve at least 15 points for this rated criterion. Failure to achieve at least 15 points result in</b></p>	
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		<b>the Bidder's proposal being found noncompliant in its entirety.</b>	
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## ANNEX A – FLEXIBLE GRID FOR 2.12 EVALUATION SERVICES CONSULTANT ATTACHMENT 2 TO PART 4

Note: If there are any discrepancies between Annex A to Attachment 2 to Part 4 and the current supply arrangement posted flexible grids, the supply arrangement flexible grids shall take precedence.

<b>Flexible Grid for 2.12 Evaluation Services Consultant</b>		
The resource must achieve a minimum of:		
<ul style="list-style-type: none"> <li>• Senior: 95 pts</li> <li>• Intermediate: 80 pts</li> <li>• Junior: 65 pts</li> </ul>		
<b>Education to the consultant category</b>	<b>Demonstrated CV Experience</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>• Graduate degree or higher: 35 pts</li> <li>• Undergraduate degree: 25 pts</li> </ul>		
<b>Professional Certification</b>	<b>Demonstrated CV Experience</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>• Relevant professional certification : 10 pts</li> </ul>		
<b>Relevant Experience in Consultant Category</b>	<b>Demonstrated CV Experience</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>• 24 to 47 months: 30 pts</li> <li>• 48 to 71 months: 35 pts</li> <li>• 72-119 months: 45 pts</li> <li>• 120 + months: 60 pts</li> </ul>		



## ATTACHMENT 2 TO PART 4 – FINANCIAL CRITERIA AND PRICING SCHEDULE

### 1. MANDATORY FINANCIAL CRITERIA

Bids must meet the mandatory financial criteria specified in the table inserted below.

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

<b>Mandatory Financial Criteria (MF)</b>	
<b>#</b>	<b>Mandatory Financial Criterion</b>
<b>MF1</b>	The firm all inclusive daily rate quoted by the Bidder for the senior consultant must be priced sequentially, e.g. Senior must be priced higher than Intermediate, Intermediate must be priced higher than Junior.

### 2. CANADA’S RIGHTS TO REQUIRE PRICE SUPPORT

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

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

### 3. PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

- For the purposes of this Contract, a Day is defined as 7.5 hours of work, exclusive of meal breaks. Payments will be made for days actually worked, with no provision for annual leave, statutory holidays, and sick leave. If time worked is more or less than a day, the all-inclusive firm daily rate must be prorated to reflect the actual time worked in accordance with the following formula.

$$Days\_worked = \frac{Hours\_Worked}{7.5\text{ hours per day}}$$

- In accordance with the provisions of the Contract, the Contractor will be paid firm all-inclusive per diem rates for work performed under this Contract (applicable taxes extra). Per Diem rates must include overhead, profit, and expenses such



as travel and time to the NCR facilities. Under any resulting Contract, Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractor obligations.

3. The Weighted All-Inclusive Per Diem is the per diem used for the financial evaluation. It is determined by the sum of all per diem rates for all resource levels multiplied by the anticipated distribution of work as weight.
4. The Bidder must complete the following table based on the composition of their team.
  - (a) If the Bidder proposes a team with **senior** and **intermediate** resource(s), they must complete Table 1. The weights in Table 1 will be used to calculate the Weighted All-Inclusive Per Diem.

<b>Table 1: Senior and Intermediate Pricing Schedule</b>			
<b>Category</b>	<b>Resource Name</b>	<b>Weight</b>	<b>All-Inclusive Per Diem Rate</b>
<b>Table 1</b>			
Evaluation Services Consultant (Senior)		0.25	
Evaluation Services Consultant (Intermediate)		0.75	
<b>Weighted All-Inclusive Per Diem (evaluated price)</b>			<b>\$</b>

- (b) If the Bidder proposes a team with **senior**, **intermediate** and **junior** resources, they must complete Table 2. The weights in Table 2 will be used to calculate the Weighted All-Inclusive Per Diem.

<b>Table 2: Senior, Intermediate, and Junior Pricing Schedule</b>			
<b>Category</b>	<b>Resource Name</b>	<b>Weight</b>	<b>All-Inclusive Per Diem Rate</b>
<b>Table 1</b>			
Evaluation Services Consultant (Senior)		0.25	
Evaluation Services Consultant (Intermediate)		0.45	
Evaluation Services Consultant (Junior)		0.30	
<b>Weighted All-Inclusive Per Diem (evaluated price)</b>			<b>\$</b>



4. The Bidder must provide a firm per diem rate, and the financial proposal must be submitted in Canadian Funds, GST/HST excluded, FOB Destination, customs duties and excise tax included.





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## **ATTACHMENT 3 TO PART 4 – CERTIFICATIONS REQUIRED WITH THE BID**

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.

### **1.     INTEGRITY PROVISIONS - RELATED DOCUMENTATION**

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

### **2.     STATUS AND AVAILABILITY OF RESOURCES**

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



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

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this solicitation, the persons proposed in its proposal shall be available to commence performance of the Work as required by the Project Authority and at the time specified herein or agreed to with the Project Authority.

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder must submit one copy of the following certification for each non-employee proposed.

### **3. EDUCATION AND EXPERIENCE**

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

#### When Applicable:

When applicable, each individual proposed with a university or college degree, must possess, at a minimum, a certificate from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service\*, if obtained outside Canada.

\*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following internet link: [The Canadian Information Centre for International Credentials \(CICIC\)](#)

#### **3.1 Certification Of Education / Experience:**

“The bidder hereby certifies that all the information provided in the résumés and supporting material submitted with the bid, particularly as this information pertains to education, achievements, experience and work history, has been verified by the bidder to be true and accurate. Furthermore, the bidder warrants that the individuals proposed by the bidder for the requirement are capable of satisfactorily performing the work described herein.”



**4. RATE CERTIFICATION (SACC MANUAL CLAUSE C0600T (2014-06-26 – RATE CERTIFICATION – COMMERCIAL SERVICES (CANADIAN BASED BIDDER))**

The Bidder certifies that the rate proposed:

- (a) is not in excess of the lowest rate charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the service;
- (b) does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of services of like quality and quantity, and
- (c) does not include any provision for discounts to selling agents

**5. CONFLICT OF INTEREST**

Canada may have engaged the assistance of private sector contractors in the preparation of this solicitation. Responses to this solicitation from any such contractor or with respect to which any such Bidder or any of its subcontractors, employees, agents or representatives are in any manner directly involved will be deemed to be in conflict of interest (real or perceived) and will not be considered. The Bidder represents and certifies that it has not received, nor requested, any information or advice from any such contractor or from any other company or individual in any way involved in the preparation of this solicitation or in the definition of the technical requirement. The Bidder further warrants and certifies that there is no conflict of interest as stated above.

**6. FORMER PUBLIC SERVANT**

**Former Public Servant Certification**

Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

**Definitions**

For the purposes of this clause,

"former public servant" means a 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 and includes:



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

"Lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the Public Service.

"Pension" means a pension payable pursuant to the *Public Service Superannuation Act*, R.S., 1985, c. P-36 as indexed pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24.

### **Former Public Servant in Receipt of a Pension**

Is the Bidder a FPS in receipt of a pension as defined above? **YES ( )    NO ( )**

If so, the Bidder must provide the following information:

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

### **Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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,; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including Goods and Services Tax or Harmonized Sales Tax.

## **7.    SET-ASIDE FOR INDIGENOUS BUSINESS**



1. This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see [Annex 9.4](#) of the *Supply Manual*.
2. The Offeror:
  - i. certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
  - ii. agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Offeror must check the applicable box below:
  - i.  The Offeror is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
**OR**
  - ii.  The Offeror is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.
4. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.
5. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

**7.1** If requested by the Project Authority, the Offeror must provide the following certification for each owner who is Indigenous:

1. I am an owner of \_\_\_\_\_ (*insert name of business*) and an Indigenous person, as defined in [Annex 9.4](#), of the *Supply Manual* entitled "Requirements for the Set-aside Program for Indigenous Business".
2. I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

\_\_\_\_\_  
Printed name of owner



\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Date

**7.2** The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Indigenous Business" detailed in [Annex 9.4](#) of the *Supply Manual*. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

**STATEMENT AND ACCEPTANCE OF TERMS AND CONDITIONS:**

I, the undersigned, as a director of the Bidder, hereby certify that the information provided on this form and in the attached proposal are accurate to the best of my knowledge.

I, the undersigned, as the Bidder and/or an authorized representative of the Bidder, hereby certify that by submitting a Bid on behalf of the Bidder and/or signing the proposal submitted in response to RFP **202304293** that I agree to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP. No modifications or other terms and conditions included in our Proposal will be applicable to the resulting contract notwithstanding the fact that our proposal may become part of the resulting contract.

Name (block letters): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone number: (    ) \_\_\_\_\_

Date: \_\_\_\_\_



The above-named individual will serve as intermediary with Public Service Canada



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## ATTACHMENT 4 TO PART 4 – ADDITIONAL INFORMATION

<b>Bidder's Legal Name</b>	
<b>Bidder's Procurement Business Number</b>	
<b>Bidder's Contact Person Name</b>	
<b>Bidder's Contact Person Email</b>	
<b>Bidder's Contact Person Telephone</b>	