



RETURN BIDS TO:

IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca

Attn: Manon Delorme

FOR ELECTRONIC BIDS:

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

IMPORTANT NOTICE TO SUPPLIERS

The Government Electronic Tendering Service on buyandsell.gc.ca/tenders will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

REQUEST FOR PROPOSAL

Proposal To: Citizenship and Immigration 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.

Instructions : See Herein

Instructions: Voir aux présentes

Issuing Office – Bureau de distribution

Citizenship and Immigration Canada

Procurement and Contracting Services

70 Crémazie

Gatineau, Québec K1A 1L1

Title – Sujet Economic Modelling and Analysis	
Solicitation No. – N° de l’invitation CIC-156753	Date September 7 th , 2023
Solicitation Closes – L’invitation prend fin at – à 2:00 PM on – October 17 th , 2023	Time Zone Fuseau horaire EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="checked" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to: - Adresser toutes questions à : IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca	
Telephone No. – N° de téléphone : 343-551-3049	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	
Delivery required - Livraison exigée <i>See Herein</i>	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l’entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur	
<hr/> (type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

1.2 Summary

1.2.1 Immigration, Refugees and Citizenship Canada (IRCC) requires the services of a company to develop statistical community profiles using the most recent census data and provide quality control for instances where IRCC references census data, in support of the Immigration Matters initiative.

1.2.2 Single Contract

Canada is seeking to establish a single contract for the services defined in Appendix "D", Statement of Work for 4 years, option periods included.

1.2.3 Considering accessibility criteria and features is obligatory with this requirement. For additional information consult the [Treasury Board Contracting Policy](#).

1.3 Debriefings

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

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints



regarding the award of certain federal contracts under \$30,300 for goods and \$121,200 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

1.4 Mandatory Requirements

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

The [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their



choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.5 Basis for Canada's Ownership of Intellectual Property

Citizenship and Immigration Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination

2.6 Former Public Servant

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

Definitions

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

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

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

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



R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid - one soft/electronic copy in PDF format

Section II: Financial Bid - one soft/electronic copy in PDF format

Section III: Certifications - one soft/electronic copy in PDF format

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

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

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

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

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must:

- (i) demonstrate how the bidder's proposed goods and/or services meet the accessibility requirement at delivery; or
- (ii) describe how the bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

Section I: Technical Bid

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

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



bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

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

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

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

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

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

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

3.2 SACC Manual Clauses

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

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

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

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

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

Mandatory Technical Criteria (MT)			
NOTE TO BIDDER: Beside each criterion, write the relevant page number(s) from your proposal that addresses the identified requirement			
Item	Mandatory Technical Criteria	Met or Not Met	Cross Reference to Proposal
M1	<p>The Bidder must demonstrate that the proposed resource has successfully developed at a minimum one economic profile for public distribution within last five (5) years. To demonstrate experience the Bidder must provide the following information:</p> <ol style="list-style-type: none"> 1. The name of the organization the project was with; 2. The project start and end dates; 3. One economic profile created under this project or a public URL link to where the economic profile is published online; 4. A reference* name, title, phone number and email address <p><i>* Should they be contacted by Canada, the references must be able to validate the information provided by the</i></p>		



	<i>bidder in response to this criterion. Note: If the information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated and may render the bidder non responsive.</i>		
M2	<p>The Bidder must demonstrate that the proposed resource has an advanced degree (Masters or PhD) in Economics, Business or a related discipline from a recognized Canadian university or college or the equivalent as established by a recognized Canadian academic credentials assessment service*, if obtained outside Canada.</p> <p>* The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following address: http://www.cicic.ca/</p>		
M3	<p>The Bidder must demonstrate that the proposed resource has a minimum of five (5) years of work experience as an economist within the last ten (10) years. Only experience claimed from April 1st, 2013 up to bid closing will be accepted for evaluation purposes. To demonstrate experience the Bidder must provide the following information:</p> <ol style="list-style-type: none"> 1. The name of the organization/company where the work experience was obtained; 2. The employment start and end dates; 3. The position title held; and, 4. A brief description of the work they performed. 		

4.1.1.2 Point Rated Technical Criteria

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

Point Rated Technical Criteria (RT) - Scores			
NOTE TO BIDDER: Beside each criterion, write the relevant page number(s) from your proposal that addresses the identified requirement. Point rated technical criteria not addressed will be given a score of zero.			
Item	Point Rated Technical Criteria	Rating Standards	Cross Reference to Proposal (Page#)
RT1	Equal or beyond the project identified in M1 (above);	(Maximum 20	



	<p>The Bidder should demonstrate that the proposed resource has successfully developed up 10 economic profile for public distribution within last five (5) years. To demonstrate experience the Bidder must provide the following information:</p> <ol style="list-style-type: none"> 1. The name of the organization the project was with; 2. The project start and end dates; 3. One economic profile created under this project or a public URL link to where the economic profile is published online; 4. A reference* name, title, phone number and email address <p><i>* Should they be contacted by Canada, the references must be able to validate the information provided by the bidder in response to this criterion. Note: If the information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated and may render the bidder non responsive.</i></p>	<p>points)</p> <ul style="list-style-type: none"> - 1 point for 1 successful profile (minimum); - 5 points for 2-3 successful profiles; - 10 points for 4-5 successful profiles; - 15 points for 6-9 successful profiles and - 20 points for 10 or more successful profiles 	
RT2	<p>The Bidder must demonstrate that the proposed resource has a minimum of five (5) years of work experience as an economist within the last ten (10) years. Beyond the 5 year minimum requested in M3, the Bidder should demonstrate that the proposed resource has 5 more years' experience, for a total of up to 10 years' experience in the last 10 years.</p> <p>Only experience claimed from May 1, 2013 up to bid closing will be accepted for evaluation purposes. To demonstrate experience the Bidder must provide the following information:</p> <ol style="list-style-type: none"> 1. The name of the organization/company where the work experience was obtained; 2. The employment start and end dates; 3. The position title held; and, 4. A brief description of the work they performed. 	<p>(Maximum 10 points)</p> <ul style="list-style-type: none"> - 1 points for = 5 years (minimum); - 5 points for >5 to =7 years; - 7 points for >7 to =10 years and - 10 points for > 10 years 	
RT3	<p>Anti-racism and diversity activities within the Bidder's organization</p> <p>The Bidder should demonstrate they have promoted anti-racism and diversity through the following corporate activities within the organisation:</p> <ol style="list-style-type: none"> a. The Bidder has internally published policies or commitments on anti-racism and inclusiveness. The Bidder must provide the following with the bid: <ol style="list-style-type: none"> (i) A description of the policy or commitment; and (ii) A copy of the policy or the commitment documents including their effective date. b. The Bidder's employees are mandated to take mandatory training on anti-racism. The Bidder must provide the following with the bid <ol style="list-style-type: none"> (i) A description of the training; 	<p>Maximum 6 points (1 point for each activity, plus 2 additional points)</p> <p>Points for each activity</p> <p>1 point (for each activity): The bidder has fully described the activity and provided the required supporting documents.</p> <p>Additional Points (Max 2 pts):</p>	



	<ul style="list-style-type: none"> (ii) The name of the training course; (iii) The name of the service provider; and (iv) A copy of the course outline (if developed internally). <p>c. The bidder’s employees are mandated to take unconscious bias training. The Bidder must provide the following with the bid:</p> <ul style="list-style-type: none"> (i) A description of the training; (ii) The name of the training course; (iii) The name of the service provider; and (iv) A copy of the course outline (if developed internally) <p>d. The bidder has publicly available organisational commitments to a diverse workforce. The Bidder must provide the following with the bid:</p> <ul style="list-style-type: none"> (i) A description of the commitment; (ii) A copy of the commitment documents including their effective date. <p>e. The bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce. The Bidder must provide the following with the bid:</p> <ul style="list-style-type: none"> (i) A description of the strategy(ies); (ii) Copies of job postings or other staffing/recruitment documents demonstrating compliance with the criterion 	<p>2 points - Bidder has demonstrated at least 4 of the 5 activities.</p> <p>1 point – Bidder has demonstrated at least 2 of the 5 activities.</p>	
Total Points (RT1 + RT2 + RT3)		/36	

4.1.2 Financial Evaluation

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

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

For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide all inclusive fixed rates for the work in accordance with the bid solicitation, for the initial contract period and option periods.

The “TOTAL EVALUATED PRICE” in Appendix “E”, Basis of Payment will be calculated by adding the initial contract period total (Table “A”), Option Year 1 total (Table “B”), Option year 2 (Table C) and Option year 3 (Table “D”). The sum of the four (4) tables will be used to determine the financial evaluation.



4.1.3 Formulas in Pricing Schedule

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

4.1.4 Substantiation of Professional Services Rates

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

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

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (either the information described in the examples above, or other information that demonstrates that it will be able to recover its own costs based on the rates it has proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid, while, at a minimum, recovering its own costs. Where Canada determines that the information provided by the Bidder does not demonstrate the Bidder's ability to recover its own costs in providing the relevant resource, Canada may declare the bid non-compliant, if the rate is at least **20%** of or lower than the median price bid by compliant bidders for the first year of the resulting contract for the relevant resource(s). Only the Firm Per Diem Rates of proposals that are technically responsive will be considered.



4.2 Basis of Selection

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

4.2.1.2 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria.

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

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

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

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

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

4.2.1.8 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal's 135 and the lowest evaluated price is \$45,000 (45).

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined rating		83.84	75.56	80.89
Overall rating		1 st	3 rd	2 nd



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](#), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Integrity Provisions – List of Names

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide a completed List of Names in the Integrity Verification form available on the [Integrity Regime website](#), to be given further consideration in the procurement process.

5.2.3 Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the [Federal Contractors Program \(FCP\)](#) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the webpage.



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

Certification

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

5.2.4 Status and Availability of Resources

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

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

5.2.5 Education and Experience

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



PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

There are no security requirements associated to this requirement.



PART 7 - RESULTING CONTRACT CLAUSES

APPENDIX “A”, GENERAL TERMS AND CONDITIONS

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

A1. Standard Acquisition Clauses and Conditions Manual

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

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

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

A2. Terms and Conditions of the Contract

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

A3. General Conditions

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



APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “B” – Supplemental Terms and Conditions;
- c) Appendix “A” – General Terms and Conditions;
- d) Appendix “C” – Terms of Payment
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment;
- g) Appendix “F” – Vendor Information and Authorization Form; and
- h) the Contractor's proposal dated _____(TBD).

B2. CIC Clauses

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

Date	Title
CIC-SC-003 (2015-02-16)	Crown Owns Intellectual Property (IP) Rights in Foreground Information – Copyright

B3. SACC Manual Clauses

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

ID	Date	Title
A9117C	2007-11-30	T1204 - Direct Request by Customer Department
A9116C	2007-11-30	T1204 Information Reporting by Contractor
C0705C	2010-01-11	Discretionary Audit

B4. Security Requirement

There are no Security Requirements associated with this requirement.

B5. Period of Contract

The period of the Contract is from date of contract award to one year later.

B5.1 Option to extend the contract

The Contractor grants Canada, the irrevocable right to extend the term of the Contract by up to three (3) additional one (1) year periods for the work described per period under Appendix “D” – Statement of work, under the same conditions. The Contractor agrees that, during the extended



period of the Contract, it will be paid in accordance with the applicable provisions as set out in Appendix “E”, Basis of Payment.

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

B6. Termination on Thirty (30) Days Notice

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

B7. Certifications / Compliance and Additional Information

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

B8. Insurance Requirements

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

B9. Closure of Government Offices

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

B10. Statement of Work

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

B11. Authorities

B11.1 Contracting Authority

The Contracting Authority for the Contract is:

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



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

B11.2 Project Authority

The Project Authority for the Contract is:

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

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

B11.3 Technical Authority

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

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

B11.4 Contractor's representative

<The Contractor's representative for the Contract is to be identified at Contract award>

B12. Proactive Disclosure of Contract with Former Public Servants

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



APPENDIX “C”, TERMS OF PAYMENT

C1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Appendix “E” – Basis of payment for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included and applicable taxes are extra.

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

C2. Method of Payment - Milestone Payments - Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

1. an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
2. all the certificates have been signed by the respective authorized representatives;
3. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

C3. Applicable Taxes

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

C4. Invoicing Instructions

1. With the Invoice, the Contractor must submit a claim. Each claim must show:
 - a. Contractor's Report of Work Progress;
 - b. Details of the amount claimed;
 - c. The description and value of the milestone claimed as detailed in the Contract;
 - d. Certification that:
 - All authorizations required under the contract have been obtained. The claim is consistent with the progress of the work and is in accordance with the contract.
2. The Contractor must not submit claims until all work identified in the claim is completed. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.



3. A copy of the invoice and claim must be submitted to:
 - The Technical Authority listed under the contract
 - The Contracting Authority listed under the contract
 - IRCC.FINInvoices-FacturesFIN.IRCC@cic.gc.ca

C5. Travel and Living Expenses

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

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

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



APPENDIX “D”, STATEMENT OF WORK

D1. Title

Immigration, Refugees and Citizenship Canada (IRCC) requires the services of a Contractor to develop statistical community profiles using the most recent census data and provide quality control for instances where IRCC references census data, in support of the Immigration Matters initiative.

D2. Objective

The objective of this project is to produce short community profiles (up to 3 pages) to complement the Immigration Matters initiative. The community profiles would include: an economic overview with community strengths, infrastructure, challenges and opportunities, key statistics on labour shortage and top employment sectors as well as the role immigration has played in the growth of the communities and/or the role that immigration could play to help communities flourish. Each community profile will vary; however, the same template will be used. The profiles will highlight both the current and future positive contributions of immigration to communities.

Community selection for this project will be done in collaboration with IRCC.

The community profiles will be posted on the Immigration Matters website, shared through IRCC social media channels and shared with IRCC collaborators and stakeholders to promote informed conversations on the importance of immigration in communities across Canada.

D3. Background

In 2022, Canada welcomed 431,645 newcomers - the most we've ever welcomed in a single year. The Government is continuing that ambition with the 2023–2025 Immigration Levels Plan, setting targets of 465,000 permanent residents in 2023, 485,000 in 2024 and 500,000 in 2025. These increases will help meet the Government of Canada's economic, family reunification and humanitarian goals for immigration, with a longer-term focus on economic growth and an increased focus on attracting newcomers to different regions of the country, including small towns and rural communities.

Public opinion research tells us that while Canadians generally understand the importance of immigration to Canada at the national level, a portion have reservations about how it can affect them personally and their local communities. Some common myths and misperceptions persist regarding immigrants.

In 2018, the Government of Canada implemented the Immigration Matters communications initiative that relies on a combination of storytelling and facts to dispel common myths about immigrants, inform Canadians about the social, economic and cultural benefits of immigration and promote positive engagement between Canadians and newcomers.

The community profiles element will help to establish a narrative and offer statistics on the effects of immigration in the chosen communities and will be posted on the IRCC website and social media channels and promoted via partnerships and media relations.



D4. Tasks

1. Initial contract period: The initial contract period focuses on the update of the existing profiles with new information where available as well as updating the website content for profiles not tied to a city. To achieve this, the contractor must perform the tasks as per below:

Initial Contract Period		
Task #	Task Description	Timeline
4.1.1	Attend a kick-off meeting and assist the Project Authority with the outline of the template of the community profiles and receive existing data from IRCC.	One week after contract award
4.1.2	Review existing data provided by IRCC and provide recommendations on any additional research or preparation required;	Ongoing throughout
4.1.3	Conduct additional research as required after authorization from Project Authority;	Ongoing throughout
4.1.4	Provide an initial mock-up of one community profile to the Project Authority prior to developing all community profiles;	One week after kick-off meeting
4.1.5	Draft up to 2 versions of an updated profile for each the 46 existing communities covered by the old series of profiles, updated from the most recent census information, according to the template.	The first draft of the first updated profile should be delivered two weeks after the kick-off meeting. Subsequent profiles should be sent in batches of ten. Ongoing throughout
4.1.6	Update Website content in the form of revised 250 words x 7 sectors that will demonstrate how immigrants have made, or have the opportunity to make a significant impact within each of the following sectors based on the 2021 census: <ul style="list-style-type: none"> i. Entrepreneurship/business ii. Arts and entertainment iii. Health/medical iv. Sports v. Science and technology vi. Philanthropy vii. Food Services 	Ongoing throughout
4.1.7	Provide content to be added to the website similar to the sectors described in 4.1.6, as directed by and discussed with Project Authority	Ongoing throughout
4.1.8	Collaborate with the Project Authority on approvals of final drafts and deadlines	Ongoing throughout
4.1.9	Provide responses to questions from the Project Authority in a timely manner; defined as same day or within 24 hours.	Ongoing throughout
4.1.10	Provide advice on how to portray the information via infographics.	Ongoing throughout



2. First option year: the objective for the first option year is to provide new community profiles. To achieve this, the contractor must perform the tasks as per below:

First Option Year		
Task #	Task Description	Timeline
4.2.1	<p>Determine, in collaboration with the Project Authority, the communities to be profiled*;</p> <p>*Context on Communities and information on potential profiles to be completed:</p> <ul style="list-style-type: none"> ○ If new Welcoming French Communities or Rural and Northern Immigration Program centres are designated, these communities will be prioritized and receive a profile. ▪ Welcoming Francophone Communities: a community-driven initiative to help support French-speaking newcomers across Canada in the following participating communities: <ul style="list-style-type: none"> i. Calgary, AB ii. Prince George, BC iii. Seine River Region (Taché, Sainte-Anne and La Broquerie), MB iv. Haut-Saint-Jean (Edmundston, Haut-Madawaska and Madawaska Maliseet First Nation), NB v. Labrador City – Wabush, NFLD vi. Clare, NS* vii. Iqaluit, NU viii. Yellowknife, NWT ix. Hawkesbury, ON x. Sudbury, ON xi. Hamilton, ON xii. Evangeline, PEI xiii. Moose Jaw and Gravelbourg, SK xiv. Whitehorse, YT ▪ Rural and Northern Immigration Pilot: a community-driven program designed to spread the benefits of economic immigration to smaller communities by creating a path to permanent residence for skilled foreign workers who want to work and live in one of the participating communities: <ul style="list-style-type: none"> i. Claresholm, AB ii. Vernon, BC* iii. West Kootenay (Trail, Castlegar, Rossland, Nelson), BC 	<p>To be delivered in batches, as new communities to be profiled are identified.</p>



	<ul style="list-style-type: none"> iv. Brandon, MB v. Altona, MB vi. North Bay, ON vii. Thunder Bay, ON viii. Sudbury, ON ix. Timmins, ON x. Sault Ste. Marie, ON xi. Moose Jaw, SK <ul style="list-style-type: none"> ○ Half of the other profiles must focus on communities that have flourished by welcoming immigrants ○ The remaining other half of the profiles must focus on communities that could benefit from welcoming immigrants 	
4.2.2	Draft up to 2 versions of up to 20 community profiles of a maximum 800 words each for Project Authority feedback and make changes as requested.	To be delivered in batches, as profiles are developed
4.2.3	Perform additions to the website as required as a continuation of task 4.1.6.	Ongoing throughout
4.2.4	Collaborate with the Project Authority on approvals of final drafts and deadlines.	Ongoing throughout
4.2.5	Provide responses to questions from the Project Authority in a timely manner; defined as same day or within 24 hours.	Ongoing throughout
4.2.6	Provide advice on how to portray the information via infographics.	Ongoing throughout

3. Second option year: the objective for the second option year is to provide new community profiles. To achieve this, the contractor must perform the tasks as per below:

Second Option Year		
Task #	Task Description	Timeline
4.3.1	<p>Determine, in collaboration with the Project Authority, the communities to be profiled*;</p> <p>*Context on Communities and information on potential profiles to be completed:</p> <ul style="list-style-type: none"> ○ If new Welcoming French Communities or Rural and Northern Immigration Program centres are designated, these communities will be prioritized and receive a profile. ▪ Welcoming Francophone Communities: a community-driven initiative to help support French-speaking newcomers across Canada in the following participating communities: <ul style="list-style-type: none"> xv. Calgary, AB 	To be delivered in batches, as new communities to be profiled are identified.



	<ul style="list-style-type: none"> xvi. Prince George, BC xvii. Seine River Region (Taché, Sainte-Anne and La Broquerie), MB xviii. Haut-Saint-Jean (Edmundston, Haut-Madawaska and Madawaska Maliseet First Nation), NB xix. Labrador City – Wabush, NFLD xx. Clare, NS* xxi. Iqaluit, NU xxii. Yellowknife, NWT xxiii. Hawkesbury, ON xxiv. Sudbury, ON xxv. Hamilton, ON xxvi. Evangeline, PEI xxvii. Moose Jaw and Gravelbourg, SK xxviii. Whitehorse, YT <ul style="list-style-type: none"> ▪ Rural and Northern Immigration Pilot: a community-driven program designed to spread the benefits of economic immigration to smaller communities by creating a path to permanent residence for skilled foreign workers who want to work and live in one of the participating communities: <ul style="list-style-type: none"> i. Claresholm, AB ii. Vernon, BC* iii. West Kootenay (Trail, Castlegar, Rossland, Nelson), BC iv. Brandon, MB v. Altona, MB vi. North Bay, ON vii. Thunder Bay, ON viii. Sudbury, ON ix. Timmins, ON x. Sault Ste. Marie, ON xi. Moose Jaw, SK ○ Half of the other profiles must focus on communities that have flourished by welcoming immigrants ○ The remaining other half of the profiles must focus on communities that could benefit from welcoming immigrants 	
4.3.2	Draft up to 2 versions of up to 20 community profiles of a maximum 800 words each for Project Authority feedback and make changes as requested.	To be delivered in batches, as profiles are developed
4.3.3	Perform additions to the website as required as a continuation of task 4.1.6.	Ongoing throughout



4.3.4	Collaborate with the Project Authority on approvals of final drafts and deadlines.	Ongoing throughout
4.3.5	Provide responses to questions from the Project Authority in a timely manner; defined as same day or within 24 hours.	Ongoing throughout
4.3.6	Provide advice on how to portray the information via infographics.	Ongoing throughout

4. Third option year: the objective for the third option year is to provide new community profiles. To achieve this, the contractor must perform the tasks as per below:

Third Option Year		
Task #	Task Description	Timeline
4.4.1	<p>Determine, in collaboration with the Project Authority, the communities to be profiled*;</p> <p>*Context on Communities and information on potential profiles to be completed:</p> <ul style="list-style-type: none"> ○ If new Welcoming French Communities or Rural and Northern Immigration Program centres are designated, these communities will be prioritized and receive a profile. ▪ Welcoming Francophone Communities: a community-driven initiative to help support French-speaking newcomers across Canada in the following participating communities: <ul style="list-style-type: none"> xxix. Calgary, AB xxx. Prince George, BC xxxi. Seine River Region (Taché, Sainte-Anne and La Broquerie), MB xxxii. Haut-Saint-Jean (Edmundston, Haut-Madawaska and Madawaska Maliseet First Nation), NB xxxiii. Labrador City – Wabush, NFLD xxxiv. Clare, NS* xxxv. Iqaluit, NU xxxvi. Yellowknife, NWT xxxvii. Hawkesbury, ON xxxviii. Sudbury, ON xxxix. Hamilton, ON xl. Evangeline, PEI xli. Moose Jaw and Gravelbourg, SK xlii. Whitehorse, YT ▪ Rural and Northern Immigration Pilot: a community-driven program designed to spread the benefits of 	To be delivered in batches, as new communities to be profiled are identified.



	<p>economic immigration to smaller communities by creating a path to permanent residence for skilled foreign workers who want to work and live in one of the participating communities:</p> <ul style="list-style-type: none"> i. Claresholm, AB ii. Vernon, BC* iii. West Kootenay (Trail, Castlegar, Rossland, Nelson), BC iv. Brandon, MB v. Altona, MB vi. North Bay, ON vii. Thunder Bay, ON viii. Sudbury, ON ix. Timmins, ON x. Sault Ste. Marie, ON xi. Moose Jaw, SK <ul style="list-style-type: none"> o Half of the other profiles must focus on communities that have flourished by welcoming immigrants o The remaining other half of the profiles must focus on communities that could benefit from welcoming immigrants 	
4.4.2	Draft up to 2 versions of up to 20 community profiles of a maximum 800 words each for Project Authority feedback and make changes as requested.	To be delivered in batches, as profiles are developed
4.4.3	Perform additions to the website as required as a continuation of task 4.1.6.	Ongoing throughout
4.4.4	Collaborate with the Project Authority on approvals of final drafts and deadlines.	Ongoing throughout
4.4.5	Provide responses to questions from the Project Authority in a timely manner; defined as same day or within 24 hours.	Ongoing throughout
4.4.6	Provide advice on how to portray the information via infographics.	Ongoing throughout

D5. Deliverables

The contractor must provide:

1. Initial contract period: The initial contract period focuses on the update of the existing profiles with new information where available as well as updating the website content for profiles not tied to a city. To achieve this, the contractor must deliver the following:

Initial Contract Period		
Deliverable #	Deliverable Description	Timeline



5.1.1	Provide an initial mock-up of one community profile to the Project Authority prior to developing all community profiles; based on the discussion in the kick-off meeting.	One week after kick-off meeting
5.1.2	Up to 2 versions of each updated profile for the 46 existing communities per the description in tasks	The first draft of the first updated profile should be delivered two weeks after the kick-off meeting. Subsequent profiles should be sent in batches of ten. At least 30 of the existing 46 profiles should be updated by March 31, 2024; ideally all of them.
5.1.3	Updated Website content in the form of revised 250 words x 7 sectors that will demonstrate how immigrants have made, or have the opportunity to make a significant impact within each of the following sectors based on the 2021 census: viii. Entrepreneurship/business ix. Arts and entertainment x. Health/medical xi. Sports xii. Science and technology xiii. Philanthropy xiv. Food Services	In batches of 2, as profiles come in. The existing sections should all be updated by March 31, 2024.
5.1.4	Provide content to be added to the website similar to the sectors described in 4.1.6 and 5.1.3, as directed by and discussed with Project Authority.	Beyond the existing sectors, additions should be delivered individually.

2. First option year: the objective for the first option year is to provide new community profiles. To achieve this, the contractor must deliver the following:

First Option Year		
Deliverable #	Task Description	Timeline
5.2.1	Determine, in collaboration with the Project Authority, the communities to be profiled*; *Context on Communities and information on potential profiles to be completed: <ul style="list-style-type: none"> ○ If new Welcoming French Communities or Rural and Northern Immigration Program centres are designated, these communities will be prioritized and receive a profile. ▪ Welcoming Francophone Communities: a community-driven initiative to help support 	To be delivered in batches, as new communities to be profiled are identified.



	<p>French-speaking newcomers across Canada in the following participating communities:</p> <ul style="list-style-type: none"> xliii. Calgary, AB xliv. Prince George, BC xlv. Seine River Region (Taché, Sainte-Anne and La Broquerie), MB xlvi. Haut-Saint-Jean (Edmundston, Haut-Madawaska and Madawaska Maliseet First Nation), NB xlvii. Labrador City – Wabush, NFLD xlviii. Clare, NS* xliv. Iqaluit, NU <ul style="list-style-type: none"> I. Yellowknife, NWT ii. Hawkesbury, ON lii. Sudbury, ON liii. Hamilton, ON liv. Evangeline, PEI lv. Moose Jaw and Gravelbourg, SK lvi. Whitehorse, YT <p>▪ Rural and Northern Immigration Pilot: a community-driven program designed to spread the benefits of economic immigration to smaller communities by creating a path to permanent residence for skilled foreign workers who want to work and live in one of the participating communities.</p> <ul style="list-style-type: none"> i. Claresholm, AB ii. Vernon, BC* iii. West Kootenay (Trail, Castlegar, Roseland, Nelson), BC iv. Brandon, MB v. Altona, MB vi. North Bay, ON vii. Thunder Bay, ON viii. Sudbury, ON ix. Timmins, ON x. Sault Ste. Marie, ON xi. Moose Jaw, SK <ul style="list-style-type: none"> ○ Half of the other profiles must focus on communities that have flourished by welcoming immigrants; and ○ The remaining other half of the profiles must focus on communities that could benefit from welcoming immigrants 	
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5.2.2	Draft up to 2 versions of up to 20 community profiles of a maximum 800 words each for Project Authority feedback and make changes as requested.	To be delivered as profiles are developed
5.2.3	Perform additions to the website as required as a continuation of task 4.1.6.	Ongoing throughout

3. Second option year: the objective for the second option year is to provide new community profiles. To achieve this, the contractor must deliver the following:

Second Option Year		
Deliverable #	Task Description	Timeline
5.3.1	<p>Determine, in collaboration with the Project Authority, the communities to be profiled*;</p> <p>*Context on Communities and information on potential profiles to be completed:</p> <ul style="list-style-type: none"> ○ If new Welcoming French Communities or Rural and Northern Immigration Program centres are designated, these communities will be prioritized and receive a profile. ▪ Welcoming Francophone Communities: a community-driven initiative to help support French-speaking newcomers across Canada in the following participating communities: <ul style="list-style-type: none"> lvii. Calgary, AB lviii. Prince George, BC lix. Seine River Region (Taché, Sainte-Anne and La Broquerie), MB lx. Haut-Saint-Jean (Edmundston, Haut-Madawaska and Madawaska Maliseet First Nation), NB lxi. Labrador City – Wabush, NFLD lxii. Clare, NS* lxiii. Iqaluit, NU lxiv. Yellowknife, NWT lxv. Hawkesbury, ON lxvi. Sudbury, ON lxvii. Hamilton, ON lxviii. Evangeline, PEI lix. Moose Jaw and Gravelbourg, SK lxx. Whitehorse, YT ▪ Rural and Northern Immigration Pilot: a community-driven program designed to spread the benefits of economic immigration to smaller 	To be delivered in batches, as new communities to be profiled are identified.



	<p>communities by creating a path to permanent residence for skilled foreign workers who want to work and live in one of the participating communities.</p> <ul style="list-style-type: none"> i. Claresholm, AB ii. Vernon, BC* iii. West Kootenay (Trail, Castlegar, Rosland, Nelson), BC iv. Brandon, MB v. Altona, MB vi. North Bay, ON vii. Thunder Bay, ON viii. Sudbury, ON ix. Timmins, ON x. Sault Ste. Marie, ON xi. Moose Jaw, SK <ul style="list-style-type: none"> o Half of the other profiles must focus on communities that have flourished by welcoming immigrants; and o The remaining other half of the profiles must focus on communities that could benefit from welcoming immigrants 	
5.3.2	Draft up to 2 versions of up to 20 community profiles of a maximum 800 words each for Project Authority feedback and make changes as requested.	To be delivered as profiles are developed
5.3.3	Perform additions to the website as required as a continuation of task 4.1.6.	Ongoing throughout

4. Third option year: the objective for the third option year is to provide new community profiles. To achieve this, the contractor must deliver the following:

Third Option Year		
Deliverable #	Task Description	Timeline
5.4.1	<p>Determine, in collaboration with the Project Authority, the communities to be profiled*;</p> <p>*Context on Communities and information on potential profiles to be completed:</p> <ul style="list-style-type: none"> o If new Welcoming French Communities or Rural and Northern Immigration Program centres are designated, these communities will be prioritized and receive a profile. ▪ Welcoming Francophone Communities: a community-driven initiative to help support 	To be delivered in batches, as new communities to be profiled are identified.



	<p>French-speaking newcomers across Canada in the following participating communities:</p> <ul style="list-style-type: none"> lxxi. Calgary, AB lxxii. Prince George, BC lxxiii. Seine River Region (Taché, Sainte-Anne and La Broquerie), MB lxxiv. Haut-Saint-Jean (Edmundston, Haut-Madawaska and Madawaska Maliseet First Nation), NB lxxv. Labrador City – Wabush, NFLD lxxvi. Clare, NS* lxxvii. Iqaluit, NU lxxviii. Yellowknife, NWT lxxix. Hawkesbury, ON lxxx. Sudbury, ON lxxxi. Hamilton, ON lxxxii. Evangeline, PEI lxxxiii. Moose Jaw and Gravelbourg, SK lxxxiv. Whitehorse, YT <ul style="list-style-type: none"> ▪ Rural and Northern Immigration Pilot: a community-driven program designed to spread the benefits of economic immigration to smaller communities by creating a path to permanent residence for skilled foreign workers who want to work and live in one of the participating communities. <ul style="list-style-type: none"> i. Claresholm, AB ii. Vernon, BC* iii. West Kootenay (Trail, Castlegar, Rossland, Nelson), BC iv. Brandon, MB v. Altona, MB vi. North Bay, ON vii. Thunder Bay, ON viii. Sudbury, ON ix. Timmins, ON x. Sault Ste. Marie, ON xi. Moose Jaw, SK ○ Half of the other profiles must focus on communities that have flourished by welcoming immigrants; and 	
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	<ul style="list-style-type: none"> ○ The remaining other half of the profiles must focus on communities that could benefit from welcoming immigrants 	
5.4.2	Draft up to 2 versions of up to 20 community profiles of a maximum 800 words each for Project Authority feedback and make changes as requested.	To be delivered as profiles are developed
5.4.3	Perform additions to the website as required as a continuation of task 4.1.6.	Ongoing throughout

D6. Reporting

E-mail progress reports must be submitted to the Project Authority on an ad hoc basis until the project is completed.

D7. Limitations and Constraints

The work will be considered complete when it has been accepted and approved by the Project Authority.

To ensure consistency and a cohesive tone to the community profiles, the same person would ideally work on each community profile.

The Bidder must provide the profiles in an MS Word document will allow the Project Authority to respect internationally accepted guidelines for accessibility by having the profiles be coded in HTML as their primary form. Any visuals (images, graphs, infographics, etc.) will need to have written descriptions, explaining what information they contain to meet accessibility standards.

D8. Official Languages

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

All work and deliverables can be provided in English only. Any translation required and approved by the project authority to complete this contract will be the responsibility of IRCC.

D9. Travel

There is no travel anticipated for this contract.



D10. Availability of Personnel

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

D11. Diversity

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



APPENDIX “E”, BASIS OF PAYMENT

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

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

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

Canada's total liability to the Contractor under the Contract shall not exceed **\$99,999.99 including all options, travel expenses and all applicable taxes.**

1. The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all-inclusive rate (in Cdn \$).
2. The prices or rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
 - a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the [Justice Website](#);
 - b) any travel expenses for travel between the Contractor’s place of business and the NCR; and
 - c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

TABLE A - INITIAL CONTRACT PERIOD			
From contract award to One year later			
Economic Modelling and Analysis – Deliverables as per the Appendix “D” Statement of Work (A)		Milestone (B)	Firm All Inclusive Price (C)
5.1.1	Provide an initial mock-up of one community profile to the Project Authority prior to developing all community profiles.	1	To be provided by Bidder
5.1.2	Up to 2 versions of each updated profile for the 46 existing communities per the description in tasks under Appendix “D” Statement of Work.	2	To be provided by Bidder
5.1.3	Updated Website content.	3	To be provided by Bidder
5.1.4	Provide content to be added to the website similar to the sectors described in 4.1.6 and 5.1.3 of Appendix “D” Statement of Work.	4	To be provided by Bidder
TOTAL for TABLE A (sum of column C)			To be provided by Bidder



TABLE B - OPTION PERIOD 1			
12 months			
Economic Modelling and Analysis – Deliverables as per the Appendix “D” Statement of Work (A)		Milestone (B)	Firm All Inclusive Price (C)
5.2.2	2 versions of up to 20 community profiles of a maximum 800 words each.	1	To be provided by Bidder
5.2.3	Additions to the website as required as a continuation of task 4.1.6.	2	To be provided by Bidder
TOTAL for TABLE B (sum of column C)			To be provided by Bidder

TABLE C - OPTION PERIOD 2			
12 months			
Economic Modelling and Analysis – Deliverables as per the Appendix “D” Statement of Work (A)		Milestone (B)	Firm All Inclusive Price (C)
5.3.2	2 versions of up to 20 community profiles of a maximum 800 words each.	1	To be provided by Bidder
5.3.3	Additions to the website as required as a continuation of task 4.1.6.	2	To be provided by Bidder
TOTAL for TABLE C (sum of column C)			To be provided by Bidder

TABLE D - OPTION PERIOD 3			
12 months			
Economic Modelling and Analysis – Deliverables as per the Appendix “D” Statement of Work (A)		Milestone (B)	Firm All Inclusive Price (C)
5.4.2	2 versions of up to 20 community profiles of a maximum 800 words each.	1	To be provided by Bidder
5.4.3	Additions to the website as required as a continuation of task 4.1.6.	2	To be provided by Bidder
TOTAL for TABLE D (sum of column C)			To be provided by Bidder

TABLE A - INITIAL CONTRACT PERIOD	To be provided by Bidder
TABLE B - OPTION PERIOD 1	To be provided by Bidder
TABLE C - OPTION PERIOD 2	To be provided by Bidder
TABLE D - OPTION PERIOD 3	To be provided by Bidder
TOTAL EVALUATED PRICE (excl. taxes)	To be provided by Bidder



APPENDIX "F", VENDOR INFORMATION AND AUTHORIZATION FORM

Vendor Name and Address

Legal Status (incorporated, registered, etc.)

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

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

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

Print Name _____ Title _____

Signature _____ Date _____

Central Point of Contact

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

Name and Title _____

Telephone _____ Fax _____

Email _____

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