

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À :**  
Public Safety and Emergency  
Preparedness Canada  
Contracting and Procurement Section  
340 Laurier Avenue West,  
1st Floor Mailroom – **MARKED**  
**URGENT**  
Ottawa, Ontario  
K1A 0P8  
Attention: **Krystal Rockburn**

**Request For Proposal**  
**Demande de proposition**

Offer to: Public Safety and Emergency Preparedness Canada

We hereby offer to provide to Canada, as represented by the Minister of Public Safety and Emergency Preparedness Canada, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Sécurité publique et Protection civile Canada

Nous offrons par la présente de fournir au Canada, représenté par le ministre de la Sécurité publique et Protection civile Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

**Comments – Commentaires:**

**BIDDERS MUST WAIT TO HAVE  
THEIR PROPOSALS TIME STAMPED  
IF THEY ARE HAND DELIVERING TO  
THE MAILROOM**

**Entrance is on Gloucester at shipping  
door, behind the building**

**Instructions: See Herein**  
**Instructions: Voir aux présentes**

**Vender/Firm Name and Address**  
**Raison sociale et adresse du**  
**Fournisseur/de l'entrepreneur**

**Issuing Office – Bureau de  
distribution**  
Public Safety and Emergency Preparedness  
Canada  
Contracting and Procurement Section  
269 Laurier Avenue West  
13<sup>th</sup> Floor, Office 13B-37  
Ottawa, Ontario  
K1A 0P8

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| <b>Title – Sujet</b><br>Research into how resources are acquired, moved and used to support acts of terrorism.   |  |
| <b>Solicitation No. – N° de l'invitation</b><br>201402793  | <b>Date</b><br>2014-10-08                            |
| <b>Solicitation Closes – L'invitation prend fin</b><br><b>At – à</b> 02:00 PM<br><b>On – le</b> 2014-11-18   | <b>Time Zone</b><br><b>Fuseau horaire</b><br><br>EDT |
| <b>Delivery Required – Livraison exigée</b><br>See Herein  |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Krystal Rockburn  |  |
| <b>Telephone No. – N° de telephone</b><br>(613) 949-9921   | <b>FAX No. – N° de FAX</b><br>(613) 954-1871         |
| <b>Destination – of Goods, Services and Construction:</b><br><b>Destination – des biens, services et construction:</b><br>Public Safety Canada<br>269 Laurier Avenue West,<br>Ottawa, Ontario<br>K1A 0P8 |  |
| <b>Security – Sécurité</b><br>No security provisions   |  |

|   |             |
|---|-------------|
| <b>Vendor/Firm Name and Address</b><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>  |             |
| <br><br><br><br><br><br><br><br><br><br><br>  |             |
| <b>Telephone No. – N° de telephone</b><br><b>Facsimile No. – N° de télécopieur</b>  |             |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm</b><br><b>(type or print)</b><br><b>Nom et titre de la personne autorisée à signer au nom due</b><br><b>fournisseur/</b><br><b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b> |             |
| <b>Signature</b>  | <b>Date</b> |



**PROPOSAL TO THE DEPARTMENT OF PUBLIC SAFETY CANADA  
VENDOR INFORMATION AND AUTHORIZATION**

**Vendor Name and Address**

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**Legal Status (incorporated, registered, etc)**

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**GST or HST Registration Number and/or Business Identification Number (Revenue Canada)**

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**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.**



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## PART 1 – GENERAL INFORMATION

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### 1. Requirement Summary

Public Safety Canada has a requirement for professional services to deliver services as identified in PART 4, Statement of Work.

### 2. Terms and Conditions of the resulting Contract

The general terms and conditions and clauses contained in Part 7 form part of this Request for Proposal document and any resulting contract, subject to any other express terms and conditions.

### 3. Period of Work

3.1 The period of the Contract is from date of contract award to **approximately September 30, 2015**

### 4. Contracting Authority

Krystal Rockburn  
Contracting and Procurement Officer  
Public Safety Canada  
269 Laurier Avenue West, 13<sup>th</sup> Floor  
Ottawa, Ontario K1A 0P9  
Tel: 613-949-9921  
Fax: 613-954-1871  
Email: [contracting@ps.gc.ca](mailto:contracting@ps.gc.ca)

The Contracting Authority is responsible for all matters of a contractual nature.

### 5. Inspection/Acceptance

All work to be performed and all deliverables to be submitted for the proposed Contract shall be subject to inspection by and acceptance of the Project Authority designated therein.

### 6. Intellectual Property

The intellectual property shall vest with Canada under the following exception:

*6.4 Where the main purpose of the Crown Procurement Contract, or of the deliverables contracted for, is:*

*6.4.1 to generate knowledge and information for public dissemination;*

### 7. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestion, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



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## PART 1 – GENERAL INFORMATION

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### **8.     Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 10 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or in person.

### **9.     Security**

**There is no security requirement identified.**



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## PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

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### 1. Enquiries - solicitation stage

All enquiries or issues concerning this procurement must be submitted in writing to the Contracting Authority named in Part 1, item 5 as early as possible within the bidding period.

Enquiries and issues must be received by the Contracting Authority no later than five (5) business days prior to the bid closing date specified on the cover page of this RFP document to allow sufficient time to provide a response. Enquiries or issues received after that time may not be able to be answered prior to the bid closing date. To ensure consistency and quality of information provided to Bidders, the Contracting Authority will provide, simultaneously to all bidders to which this solicitation has been sent, any information with respect to significant enquiries received and the replies to such enquiries without revealing the sources of the enquiries.

It is the responsibility of the Bidder to obtain clarification of the requirements contained herein, if necessary, prior to submitting a bid.

A **request for a time extension** to the bid closing date will be considered provided it is received in writing by the PS Contracting Authority at least five (5) working days before the closing date shown on page 1 of this RFP document. The request, if granted, will be communicated by Buy and Sell at least three (3) working days before the closing, showing the revised closing date. The request, if rejected, will be directed to the originator at least three (3) working days before the closing date by the PS Contracting Authority.

### 2. Right to Negotiate or Cancel

Rights of Canada

Canada reserves the right to:

- (a) Reject any or all bids received in response to the bid solicitation;
- (b) Enter into negotiations with bidders on any or all aspects of their bids;
- (c) accept any bid in whole or in part without negotiations;
- (d) Cancel the bid solicitation at any time;
- (e) reissue the bid solicitation;
- (f) if no responsive bids are received and the requirement is not substantially modified, reissue the bid Solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and,
- (g) Negotiate with the sole responsive Bidder to ensure best value to Canada.

### 3. Proposal Validity Period

Proposals submitted in response to this Request for Proposal will remain open for acceptance for a period of not less than one hundred and twenty (120) days from the closing date of the bid solicitation, unless otherwise indicated by Canada in such bid solicitation.

### 4. Terms and Conditions of Request for Proposal and Resulting Contract

The proposal must be signed by the Bidder or by an authorized representative of the Bidder. The signature indicates that the Bidder agrees to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP. No modification or other terms and conditions included in the bidder's proposal will be applicable to the resulting contract notwithstanding the fact that the Bidder's proposal may become part of the resulting contract. **Provision of Signed Page 1 of this RFP may serve as an acceptance to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP.**



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## PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

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### 4.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).

The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>

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

**The standard instructions and conditions 2003(2014-06-26) Standard Instructions – Goods or Services – Competitive Requirements** are incorporated by reference into and form part of the bid solicitation.

***However any reference to Public Works and Government Services Canada or its Minister contained in these terms and conditions shall be interpreted as reference to Public Safety Canada or its Minister.***

Subsection 5.4 of 2003, Standard Instructions – Goods or Services – Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### 5. Status and Availability of Resources

The Bidder's signature indicates that, should the Bidder be authorized to provide the services under any contract resulting from this solicitation, the persons proposed in its bid shall be available to commence performance of the Work 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 fulfilment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has the written permission from such person to propose the services of such person in relation to the Work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

The Project Authority reserves the right to interview any personnel resources proposed to be assigned to the contract and at no cost to the Department to confirm the knowledge and experience claimed.

### 6. Internal Approvals

6.1 Bidders should note that all Contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount. Notwithstanding that a Bidder may have been recommended for Contract award, issuance of any Contract will be contingent upon internal approval in accordance with Canada's policies. If such approval is not given, no Contract will be awarded.



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## PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

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### 7.        Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



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## PART 3 – PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION PROCEDURES

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### 1. Proposal Preparation Instructions:

Canada requests that Bidders provide their offer in separately bound sections as follows:

- Section I: Technical Offer (4 hard copies and 1 soft copies on CD OR USB)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (Part 6 – Certifications) (1 hard copy)

NOTE: Failure to include a financial and/or technical proposal at time of submission will result in the bid being deemed non-compliant and will not be evaluated

***If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.***

**Prices must appear in the financial offer only.** No prices must be indicated in any other section of the offer. Canada requests that Bidders follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Proposal

**Bids submitted by e-mail or fax will NOT be accepted.**

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

#### 1.1 Section 1: Preparation of Technical Proposal:

In the Technical Proposal, the Bidder should demonstrate its understanding of the requirements of the Statement of Work **Part 4**, and how the requirements of **Part 5 will be met.**

**Four (4) printed copies and One (1) electronic version of the Technical Proposal are required. THE TECHNICAL PROPOSAL MUST EXCLUDE ANY REFERENCE TO FINANCIAL INFORMATION RELATIVE TO THE COSTING OF THE PROPOSAL.**

#### 1.2 Section 2: Preparation of Financial Proposal:

##### 1.2.1 **Only a single copy of the financial proposal is required.**

Bidders are requested to submit their financial proposal (single copy) in an envelope **separate from** their technical proposal.

1.2.2 The Financial Proposal must include the pricing table provided in **Part 5** to this solicitation.

#### 1.3 Section 3: Certifications (Part 6): one (1) copy

**Only a single copy of the completed and signed certifications is required.**





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## PART 3 – PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION PROCEDURES

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### 2. Submission of Proposals

Your proposal is to be addressed as follows and **must be received on or before 14:00 hours EDT, 2014-11-18 (November 18<sup>th</sup>, 2014).** Please ensure that all envelopes/boxes, etc are marked URGENT.

Krystal Rockburn  
Contracting and Procurement Section  
Public Safety Canada  
340 Laurier Avenue West, 1<sup>st</sup> Floor Mailroom  
Ottawa, Ontario, K1A 0P9  
Tel: 613-949-9921  
Fax: 613-954-1871  
Email: [krystal.rockburn@ps-sp.gc.ca](mailto:krystal.rockburn@ps-sp.gc.ca)

**All by hand deliveries must be made to the mailroom located on the ground floor at 340 Laurier Avenue West, Ottawa. If hand delivering, bidder must ensure that the proposal is time and date stamped to confirm adherence to the deadline. Entrance is on Gloucester at shipping door, behind the building**

### 3. Evaluation Procedures:

Proposals will be evaluated in accordance with the Evaluation Procedures and Criteria specified in Part 5.

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. Failure to submit a financial and/or technical proposal with the bidder's submission shall result in the bid being deemed non-compliant and will not be evaluated.
- (b) An evaluation team *maybe* composed of representatives of Canada.

The evaluation team reserves the right but is not obliged to perform any of the following:

- a) Seek clarification or verify any or all information provided by the Bidder with respect to this RFP;
- b) Contact any or all of the references supplied and to interview, at the sole costs of the Bidder, the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirement, on 48 hours notice, to verify and validate any information or data submitted by the Bidder.

**Contractor Selection Method is outlined in Part 5 Article 5.**



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## PART 4 – STATEMENT OF WORK

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### 1. Title

Research into how resources are acquired, moved and used to support acts of terrorism

### 2. Background

On June 23, 2011, Prime Minister Stephen Harper announced the Kanishka Project, an initiative named after the Air India Flight 182 plane that was bombed on June 23, 1985, killing 329 people, most of them Canadians. Through various funding programs and activities, this initiative supports research on pressing questions for Canada on terrorism and counter-terrorism. Research supported by the project will increase our understanding of terrorism, counter-terrorism and countering violent extremism, which will help produce more effective policies, tools and resources for law enforcement and people on the front lines.

The Kanishka Project's primary focus is on research, but it also supports other activities necessary to build and apply knowledge. The initiative is an ongoing process of learning and exploration of how research and related activities can effectively support countering terrorism, and as such invests in collaborative projects that aim to connect researchers, officials, communities, the private sector, and other partners domestically and abroad.

Although administered by Public Safety Canada, the Kanishka Project is operated in collaboration with several other federal government departments, including the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS), Justice Canada, the Financial Transactions and Reports Analysis Centre of Canada (FINTRAC), Correctional Service of Canada, Citizenship and Immigration Canada, Transport Canada and Defense Research and Development Canada.

An ongoing concern is how various groups acquire, move and use funds and/or other resources in support of a range of terrorism-related activities from recruitment to organization to direct action. The ultimate aim is to inform more effective means of response from prevention and intervention through to prosecution.

In this context, a model for terrorist financing or, more appropriately, “terrorist resourcing” has been developed by the Integrated Terrorism Assessment Centre (ITAC), and was described in Volume 5 of the final report of the *Commission of Inquiry into the Investigation of the Bombing of Air India Flight 182*. Known as the Terrorist Resourcing Model (TRM), the model applies a distinction between terrorist financing and money laundering, and examines the issue from a broader “resourcing” perspective. While some have applied a money laundering lens to terrorist financing after 9/11, there are important distinctions. Put briefly, if money laundering is about the money, terrorist resourcing is about the actions to which the resources can be applied.

The ultimate goal of the process commonly called “terrorist financing” is to provide various types of resources to those involved in terrorist acts and those who direct and support them. This can often be achieved without using money (e.g., where local supporters provide food and shelter to members of an operational cell). By more accurately representing the total process, the aim of the TRM is to assist in describing and classifying observed terrorist resourcing activities, in analyzing those activities, and in determining the best points along the process to focus effort in combatting terrorist resourcing and the broader terrorist activities it supports.



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## PART 4 – STATEMENT OF WORK

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There is a wide variety of types of terrorist groups and individuals, and similarly resourcing is a highly variable and situational process. The TRM aims to capture the major stages through identification of five stages. The full ITAC paper and supporting material will be shared with successful bidder, but in brief the five stages are:

1. **Acquisition:** the initial identifiable movement of funds or goods that will eventually result in their being used by terrorists or their direct supporters. Those who contribute may or may not know the ultimate purpose of the funds or goods. 2. **Aggregation:** the pooling of smaller amounts of funds or goods into larger ones, often via different kinds of transactions than for acquisition. 3. **Transmission to terrorist organization:** the movement of (usually) aggregated funds or goods to the central organizational body, or to a designated location, person or group within the control of or acting on behalf of that body. 4. **Transmission to operational cell:** allocation and delivery of funds or goods to the cells (individuals or groups) responsible for directly executing the organization's activities (e.g., support, facilitation, propaganda and intelligence). 5. **Conversion:** the funds or goods are exchanged for end-use goods and services to carry out or support the terrorist organization's activities.

The Kanishka Project is aiming to support research and collaboration to further explore the potential of the TRM approach, particularly in light of recent trends in terrorist activity in or relevant to Canada.

### 3. Objectives

The objective of this project is to obtain the professional services of a research team to advance the state of knowledge about resourcing activities in or with connections to Canada that support terrorist threats to Canada and/or to other countries, and ultimately about effective means to address the resourcing process, from prevention and intervention through to prosecution.

In no way is this request for services seeking personal information. For some possible methods, such as analysis of published biographies about members of violent extremist movements, it may be relevant and appropriate to discuss individuals. Nevertheless, this request for services is to better understand certain processes of resourcing activities related to terrorism and effective means to intervene, and not to identify individuals. As such, if relevant, the proposal team is encouraged to employ methods available to researchers which ensure both complete anonymity and informed consent for human subject participants.

Further, recognizing the complex, varied, and changing forms of terrorist organizations and activities, this request is not seeking to define or identify any simple set of traits at the individual, group and/or community level purporting to capture the activities of terrorist groups and individuals. Instead, the aim is to support research to examine possible applications of the TRM approach.

The general objectives of this research project are:

- Analysis of contemporary terrorist resourcing activities with implications for Canadian national security interests
- Consideration of the value of conducting analysis through the TRM lens

Deliverables will be used to inform policies and programs in the area of terrorism and counter-terrorism, and support the creation of practical knowledge for use by law enforcement, community programs, and other relevant audiences facing situations where radicalization leading to violence is of concern.



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## PART 4 – STATEMENT OF WORK

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### 4. Case studies specifications

The Contractor(s) must accomplish the research utilizing unclassified, open-source information, applying the Terrorist Resourcing Model to a case study or case studies of a specific listed entity or entities (for information about listed entities, see: <http://www.publicsafety.gc.ca/cnt/ntnl-scrtr/cntr-trrrsm/lstd-ntts/index-eng.aspx>). Proposals should aim to include original source research as well as review existing literature.

### 5. Tasks

The Contractor must:

- 5.1 Take part in a “kick-off” meeting or teleconference with the Project Authority and other relevant government officials within two (2) weeks of contract award to discuss project schedule and scope, including to discuss any background documentation to be provided by the Project Technical Authority or other relevant government officials, consider implications of specific approaches and research methods, and finalize the methodologies, approaches, and cases to be considered – to be agreed upon by the Project Technical Authority;
- 5.2 Engage in case study research, using open-source information and the **TRM lens**, to examine a group or groups identified by the Government of Canada as ‘listed terrorist entities,’ and/or other groups clearly involved in activities of terrorism, in order to address the following questions (for information about listed entities, see: <http://www.publicsafety.gc.ca/cnt/ntnl-scrtr/cntr-trrrsm/lstd-ntts/index-eng.aspx>):
  - What are the entity’s or group’s relevant resourcing activities involving Canada?
  - What are the relevant kinds of actors involved, and how do the different forms of resourcing activities interconnect?
  - How do different forms of resourcing compare in terms of importance in supporting the activities of the entity or group?
  - What are the implications of those activities with respect to potential use of violence and other terrorist activities in Canada and/or other countries?
  - What is the relative value of conducting analysis of these activities through the TRM lens, versus a traditional money laundering or terrorist financing lens?
  - What are the implications for informing effective means of response, including points of intervention, means to respond, and best actors to conduct particular forms of response?
  - NOTE: The selection of cases to address the above research questions should be informed by an assessment of the availability and relevance of open-access information, as well as a strategy to gather any further information required by the methodology (e.g. interviews). Based on the assessment and research strategy, the Contractor must also determine their approach to analyzing the data to be gathered, and is responsible for securing any relevant ethics approval and consent (see Section 7). Proposed case selection must also include justification based on relevance to Canada, with reference to recent events and characteristics of Canadian society, or projections about how Canadian society is likely to change over the coming years, or both. All of these elements must be presented to the Project Technical Authority for review and approval at the appropriate time (e.g. confirmation of ethics approval, if relevant, would be expected at a date after the kick off meeting).



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## PART 4 – STATEMENT OF WORK

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- 5.3 Meet or otherwise connect with the Project Technical Authority and other relevant government officials as and when required throughout the research phase to provide status updates and seek feedback, as determined during the kickoff meeting, as well as produce concise monthly progress reports (no longer than two pages). As a minimum, each progress report should include but is not limited to the following information:
- Details of actions taken on tasks and deliverables;
  - Information on action/decision items as well as a list of outstanding activities;
  - A description of any problems encountered which are likely to require attention by the Project Technical Authority;
  - Mitigation strategies; and,
  - Any recommendations relating to the conduct of the work.
- 5.4 Present a mid-term draft of the research report to the Project Technical Authority and other relevant government officials. The mid-term draft must include an executive summary of up to three (3) pages (1.5 spaced, 12 point font New Times Roman);
- 5.5 Present a draft final version of the report. The report must be between 30 and 50 pages (1.5 spaced, 12 point font New Times Roman), and include references and bibliography of key sources;
- 5.6 Incorporate any changes requested by the Project Technical Authority into a final version of the research report within two (2) weeks of receipt of requested changes. Contractor maybe required to submit several drafts prior to the report being considered finalized;
- 5.7 Submit a final research report in Microsoft Word (2010) format to the Project Technical Authority. In order to be considered final the report must be accepted and approved by the Project Technical Authority;
- 5.8 At the conclusion of the project, if deemed necessary by the Project Technical Authority, develop a Powerpoint presentation and present findings to the Project Technical Authority and other relevant government officials in Ottawa, Ontario. Logistics will be arranged by Public Safety Canada.

### 6. Deliverables

The Contractor must:

- 6.1 Submit an updated approach and methodology document and updated workplan document.
- 6.2 Submit a monthly progress report to the Project Technical Authority as detailed in Article 5.3 in Tasks;
- 6.3 Submit draft research reports to the Project Technical Authority, which must include an executive summary of up to 3 pages (1.5 spaced, 12 point font New Times Roman);
- 6.4 Submit a final draft report of between 30 and 50 pages (1.5 spaced, 12 point font New Times Roman), as well as references and bibliography of key sources;
- 6.5 Submit a final research report, incorporating all requested changes from the Project Technical Authority and other relevant government officials, to the Project Technical Authority; and,



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## PART 4 – STATEMENT OF WORK

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- 6.6 If requested, present research findings, utilizing a presentation in Microsoft Powerpoint, to the Project Technical Authority and other relevant government officials.

All deliverables are expected to be of high and professional quality.

### 7. Conduct of Research/Ethics

The Contractor must throughout the performance of the work apply the ethical principles of the *Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans*, as well as the ethical standards established by Statistics Canada and privacy legislation, where applicable. All final deliverables and data accessible to Public Safety Canada must be fully anonymized in line with the aforementioned standards and principles.

Should the proposed research include activities involving human subject research (e.g. interviews), the Contractor must ensure appropriate ethical oversight, including protection of the privacy of any human subjects, appropriate care of such subjects, and plans for mitigation of risks such as if a subject were to provide self-incriminating information.

Specifically, if applicable, the proposal must include a draft disclosure statement to be provided to interviewees, which would be used to secure informed consent and to explain duties of researchers to report information about imminent harm and/or information of a criminal nature.

Where a contractor must obtain a research ethics board approval, failure to do so will result in the termination of the contract.

### 8. Additional Information

Upon contract award, the Project Technical Authority will provide the Contractor with any required background materials.

### 9. Language of Work

The Contractor shall provide an active service in both official languages in accordance with Canada's *Official Languages Act*. Communication must be initiated in both official languages until Canada's client indicates his/her language of preference. All communications with members of the public will be in the official language of their choice. As a minimum, one identified resource in the contract must be able to function in both official languages (written and oral) in order to communicate with Departmental employees and other representative. Deliverables shall be completed in English and translation, if required, will be completed by Public Safety Canada.

### 10. Location of Work

There may be a requirement to complete some research activities (e.g. presentation of findings) in Ottawa, Ontario, although most research activities can be completed in the Contractor's location or any field research locations. The Contractor is also requested to take part in a kick-off conference call or meeting with the Project Technical Authority and other relevant government departments. Additional meetings in Ottawa may also be scheduled, although teleconferencing will be utilized to minimize travel expenses where possible.



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## PART 4 – STATEMENT OF WORK

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### 11. Schedule

Work is required to be completed in accordance with the following schedule:

| <b>Event</b>  | <b>Milestone</b>                        |
|---|---|
| Kick-off meeting  | Within 2 weeks of contract award        |
| Updated work plan and Approach and Methodology document | Within 2 weeks of the kick-off meeting. |
| First draft of research report                          | March, 2015                             |
| Final draft of research report                          | May 2015                                |
| Submission of final report                              | June, 2015                              |
| Presentation of findings                                | September 2015                          |

The Project Authority may amend this schedule prior to contract award.



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## PART 5 – EVALUATION CRITERIA

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### Part 5 Evaluation Criteria:

#### 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 will evaluate the bids.

The evaluation team reserves the right, but is not obliged, to perform any of the following:

Seek clarification or verify any or all information provided by the Bidder with respect to this RFP.

#### 2 Experience:

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered "demonstrated" for the purposes of this evaluation. **The Bidder should provide complete details as to where, when, month and year, and how, through which activities / responsibilities, the stated qualifications / experience were obtained.**

Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

When completing the resource grids the specific information which demonstrates the requested criteria should be in the grid. The reference to the page and project number should also be provided so that the evaluator can verify this information. It is not acceptable that the grids contain all the project information from the résumé, only the specific answer should be provided.

Bidders are advised that the month(s) of experience listed for a project in which the timeframe overlaps that of another referenced project will only be counted once PER RESOURCE. 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.

Bidders are also advised that the experience is as of the closing date of the Request for Proposal. For example, if a given requirement states "The proposed resource must have a minimum of three (3) years' experience, within the last six (6) years, working with Java", then the six (6) years are accounted for as of the closing date of the RFP.





**PART 5 – EVALUATION CRITERIA**

**PROPOSALS NOT MEETING THE MANDATORY REQUIREMENTS BELOW WILL BE GIVEN NO FURTHER CONSIDERATION**

**3 MANDATORY REQUIREMENTS**

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

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion will 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 “demonstrated” for the purpose of this evaluation.**

| Item      | Evaluation Criteria  | Bidder’s Response<br>(Specify Below- “Meets Requirement” or “Does Not Meet Requirement”) |   |
|-----------|--|--|---|
| <b>M1</b> | The Bidder <b>must</b> submit a signed proposal indicating their acceptance of all the terms and conditions, as per clause “Acceptance of Terms and Conditions”, part 2, Article 4 of the Request for Proposal.  | <b>MEETS</b><br><input type="checkbox"/>   | <b>DOESN’T MEET</b><br><input type="checkbox"/> |
| <b>M2</b> | The Bidder must propose one resource or a team of resources to perform the tasks and deliverables identified in the SOW.<br><br>The resource(s) must be identified by name, with the role and responsibilities of <b>each</b> resource provided.   | <b>MEETS</b><br><input type="checkbox"/>   | <b>DOESN’T MEET</b><br><input type="checkbox"/> |
| <b>M3</b> | The Bidder <b>must</b> provide a detailed résumé for each proposed resource that describes relevant project descriptions of the resource’s work experience.<br><br>The Bidder should provide the following information: <ul style="list-style-type: none"> <li>• Education/Academic qualifications;</li> <li>• Official languages profile;</li> <li>• A profile describing the areas of expertise or strength of the individual proposed;</li> <li>• Timeframe of the work experience shown as (Month/year to Month/year);</li> <li>• Summary of each project that identifies the role and tasks of the specific resource.</li> </ul> <p><b>The Bidder should bold-face or high-light the relevant areas in the resource’s CV.</b></p> | <b>MEETS</b><br><input type="checkbox"/>   | <b>DOESN’T MEET</b><br><input type="checkbox"/> |
| <b>M4</b> | The bidder must demonstrate at least one of the proposed resource(s) has at least 3 years’ experience or has at least 3 different research projects conducting qualitative and/or quantitative research <b>and</b> analysis relevant to national security <b>and/or</b> terrorism.<br><br><b>To demonstrate this criterion, the Bidder should use the template provided in Appendix 1 to Part 5.</b>   | <b>MEETS</b><br><input type="checkbox"/>   | <b>DOESN’T MEET</b><br><input type="checkbox"/> |



**PART 5 – EVALUATION CRITERIA**

| Item | Evaluation Criteria   | Bidder's Response<br>(Specify Below- "Meets Requirement" or "Does Not Meet Requirement") |  |
|------|---|--|--|
| M5   | <p>The bidder must demonstrate that at least one of the proposed resource(s) has a Ph.D. relating to areas relevant to the Statement of Work, such as:</p> <ul style="list-style-type: none"> <li>-National Security</li> <li>-Criminology</li> <li>-Terrorism or Conflict Studies</li> </ul> <p><b>The bidder must present a copy of the PhD degree as part of the proposal to demonstrate this criterion.</b></p>   |  |  |
| M6   | <p>The proposed resource that has the PhD (named by the bidder in MT5) must have a peer-reviewed academic publication record in the area of <b>terrorism and/or national security and/or conflict studies</b> that consists of the following:</p> <p>Journal articles and/or<br/>Books and/or<br/>Book chapters published by an academic press</p> <p><b>In response to this criterion, the bidder MUST provide THREE (3) distinct publications. The Bidder must provide a <u>description /abstract of the subject matter (of no more than one page EACH)</u> that demonstrates how the publication record is relevant to the area of terrorism and/or national security and/or conflict studies.</b></p> <p>The Bidder <b>MUST</b> provide at least the following details:</p> <ul style="list-style-type: none"> <li>• Authors of the publication</li> <li>• Name of the publication</li> <li>• Date of publication</li> <li>• Abstract of the content as it relates to the area of terrorism and/or national security and/or conflict studies</li> </ul> <p><b>To demonstrate this criterion, the Bidder should use the template provided in Appendix 1 to Part 5.</b></p> |  |  |
| M7   | <p>The Bidder must attest that a minimum of one of the proposed resources is able to speak, read and write English and French at the level of proficiency defined below:</p> <p><i>DEFINITION: Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful. Can tailor language to audience and discuss in depth highly abstract or unfamiliar topics. Able to speak with a great deal of fluency, grammatical accuracy, complex vocabulary and in an idiomatic fashion. Understands all forms and styles of speech and shows strong sensitivity to social and cultural references..</i></p>   | <p><b>MEETS</b></p> <p><input type="checkbox"/></p>                                      | <p><b>DOESN'T MEET</b></p> <p><input type="checkbox"/></p> |

**M7 Attestation**

The Bidder attests that \_\_\_(insert name(s))\_\_\_\_\_ is able to speak, read and write English and French at the level of proficiency defined below:



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## PART 5 – EVALUATION CRITERIA

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*DEFINITION: □ Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful. Can tailor language to audience and discuss in depth highly abstract or unfamiliar topics. Able to speak with a great deal of fluency, grammatical accuracy, complex vocabulary and in an idiomatic fashion. Understands all forms and styles of speech and shows strong sensitivity to social and cultural references.*

---

Print Name and Signature (**Must be signed by Bidder**)

Date

**PROPOSALS NOT MEETING THE ABOVE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.**



## PART 5 – EVALUATION CRITERIA

### 4 Point Rated Technical Criteria

Proposals will be evaluated and scored in accordance with specific evaluation criteria detailed in this section.

The Bidder should provide all relevant details for each project listed including but not limited to:

- Project title and brief description of tasks
- duration in time (e.g. months; years) and dates;
- your roles and responsibilities;
- Project budget
- description of the work, including scope;

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

**NOTE: If the bidder’s technical proposal does not score (50/80) or more of the rated technical criteria, the bidder’s proposal will be deemed non-compliant.**

|    | Point Rated Criteria   | Max Pts | Scoring  | Demonstrated Experience / Resume Reference |
|----|--|---------|--|--|
| R1 | The bidder should demonstrate that at least one of the proposed team members has a Publication Record of research in areas related to <b><u>national security and/or terrorism and/or conflict studies</u></b> , above and beyond the three publications identified for Mandatory Criterion MT6. | 10 pts  | <p>Points will be awarded as follows:</p> <p>2 points will be awarded per publication up to a maximum of 10 points,</p> <p>e.g. 1 = 2 points, 2 = 4 points, etc.</p> <p>The Bidder <b>MUST</b> provide at least the following details:</p> <ul style="list-style-type: none"> <li>• Authors of the publication</li> <li>• Name of the publication</li> <li>• Date of publication</li> <li>• Abstract of the content as it relates to the area of terrorism and/or national security and/or conflict studies</li> </ul> <p><b>To demonstrate this criterion, the Bidder should use the template provided in Appendix 1 to Part 5.</b></p> |  |



### PART 5 – EVALUATION CRITERIA

|   | Point Rated Criteria  | Max Pts   | Scoring   |  | Demonstrated Experience / Resume Reference |
|---|---|---|---|--|--|
| <b>R2</b>   | <p>Workplan</p> <p>The Bidder should submit a Workplan</p> <p>The work plan should include each task to be completed, timelines, and the level of effort of each task (in person days) and roles and responsibilities of each team member. The work plan can be provided in table format.</p> | <p>Each element will be evaluated separately and points will be distributed per elements based on the point weight breakdown below.</p> |   |  |  |
| 8 pts. total  | R2A   |   | Shows a logical organization of tasks to be completed and scheduling for the project as per the Statement of Work, including resources to be consulted. |  |  |
| 6 pts. total  | R2B   |   | Where applicable, provides details on team composition, the responsibilities of the team members and expected efforts per task.                         |  |  |
| 6 pts. total  | R2C   |   | Demonstrates that the level of effort is appropriate for the tasks outlined in the Statement of Work.   |  |  |
| <b>Subtotal for R2</b>  |   | <b>20 points</b>  |   |  |  |
| <p><b>Point Weight Breakdown for EACH ELEMENT of R2</b></p> <p>EXCELLENT - (100% of points) - The work plan has fully addressed this element in detail.</p> <p>GOOD/ ACCEPTABLE - (75% of points) - The work plan has mostly addressed this element; maybe one or two minor issues or missing detail that does not allow for a complete understanding.</p> <p>WEAK - (40% of points) - The work plan has attempted to address this element; however there are major issues that may not be corrected or information is not found or not clearly explained to generate understanding.</p> <p>POOR/ABSENT - (0%) - Information is not presented or not correctable.</p> |   |   |   |  |  |



### PART 5 – EVALUATION CRITERIA

|               | Point Rated Criteria  | Max Pts | Scoring  | Demonstrated Experience / Resume Reference |  |               |  |               |   |              |   |  |
|---------------|---|---------|--|--|--|---------------|--|---------------|---|--------------|---|--|
| <b>R3</b>     | <p><b>Methodology / Approach</b> – The bidder should outline the comprehensive approach and specific tasks proposed to complete all aspects of the project.</p> <p>Sufficient detail should be provided to allow for a complete understanding of the approach to the work undertaken and/or delegated by the proposed resource(s).</p> <p>This should include the advantages and disadvantages of the methodologies/approaches, as well as data gathering strategies, and include the information requested in the Statement of Work should human subject research be involved.</p> <p><u>Case studies</u></p> <p>The Contractors must submit as part of their methodology a proposed case study or set of case studies of listed entities and/or other relevant groups involved in terrorist resourcing activities.</p>                        |         | <p>Each element will be evaluated separately and points will be distributed per elements based on the point weight breakdown below.</p> <table border="1" data-bbox="699 447 1224 1077"> <tr> <td data-bbox="699 447 810 583">15 pts. total</td> <td data-bbox="810 447 1224 583">R3A - Sampling and selection of case(s) involving terrorist resourcing and the case(s) relate(s) to the research requirements.</td> </tr> <tr> <td data-bbox="699 583 810 743">15 pts. total</td> <td data-bbox="810 583 1224 743">R3B - Proposed sources of information.</td> </tr> <tr> <td data-bbox="699 743 810 848">12 pts. total</td> <td data-bbox="810 743 1224 848">R3C - Proposed strategies to analyse collected information.</td> </tr> <tr> <td data-bbox="699 848 810 1077">8 pts. total</td> <td data-bbox="810 848 1224 1077">R3D - Strategies to abide by research ethics guidelines, such as protection of human subjects' privacy.</td> </tr> </table> | 15 pts. total                              | R3A - Sampling and selection of case(s) involving terrorist resourcing and the case(s) relate(s) to the research requirements. | 15 pts. total | R3B - Proposed sources of information. | 12 pts. total | R3C - Proposed strategies to analyse collected information. | 8 pts. total | R3D - Strategies to abide by research ethics guidelines, such as protection of human subjects' privacy. |  |
| 15 pts. total | R3A - Sampling and selection of case(s) involving terrorist resourcing and the case(s) relate(s) to the research requirements.  |         |  |  |  |               |  |               |   |              |   |  |
| 15 pts. total | R3B - Proposed sources of information.  |         |  |  |  |               |  |               |   |              |   |  |
| 12 pts. total | R3C - Proposed strategies to analyse collected information.   |         |  |  |  |               |  |               |   |              |   |  |
| 8 pts. total  | R3D - Strategies to abide by research ethics guidelines, such as protection of human subjects' privacy.   |         |  |  |  |               |  |               |   |              |   |  |
|               | <b>Subtotal for R3</b>  |         | <b>50 points</b>   |  |  |               |  |               |   |              |   |  |
|               | <p><b>Point Weight Breakdown for EACH ELEMENT of R3</b></p> <p>EXCELLENT – (100% of points) - All elements are covered; the information is clearly provided, explained and identified.</p> <p>VERY GOOD - (80% of points) - Maybe one or two minor issues or elements of information missing, unclear or incorrect, otherwise all information is clear, explained and identified.</p> <p>GOOD/ ACCEPTABLE - (60% of points) - Information is mostly present and understandable and acceptable. Maybe three or more minor issues or a major correctable issue</p> <p>WEAK - (40% of points) - Information is presented however there are major issues that may not be corrected or information is not found or not clearly explained to generate understanding.</p> <p>POOR/ABSENT - (0%) - Information is not presented or not correctable.</p> |         |  |  |  |               |  |               |   |              |   |  |

|  | Point Rated Criteria            | Max Pts   | Scoring | Demonstrated Experience | Proposal / Resume Ref. |
|--|---------------------------------|-----------|---------|-------------------------|------------------------|
|  | <b>MAXIMUM POINTS AVAILABLE</b> | <b>80</b> |         |                         |                        |
|  | <b>MINIMUM POINTS REQUIRED</b>  | <b>50</b> |         |                         |                        |

**NOTE: Any proposal that fails to achieve the minimum points required will be considered non-compliant and will not receive further consideration.**



## PART 5 – EVALUATION CRITERIA

### 5. Contractor Selection Method Basis of Selection - Highest Combined Rating of Technical Merit 70% and Price 30%

- 5.1 To be declared responsive, a bid must:
- (a) comply with all the requirements of the bid solicitation;
  - (b) meet all the mandatory evaluation criteria; and
  - (c) obtain the required minimum number of points specified in Article 4 for the point rated technical criteria.
- 5.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
- 5.3 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) : **PSi = LP / Pi x 30**. Pi is the evaluated price (P) of each responsive bid (i).
- 5.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): **TMSi = OSi x 70**. OSi is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Article 4, determined as follows: total number of points obtained / maximum number of points available.
- 5.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: **CRi = PSi + TMSi**
- 5.6 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 Article 1.2 will be recommended for award of a contract.
- 5.7 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>88</b>                     | <b>82</b>                     | <b>92</b>          |
| <b>Bid Evaluated Price</b>   | <b>C\$60,000</b>              | <b>C\$55,000</b>              | <b>C\$50,000</b>   |
| <b>Calculations</b>  | <b>Technical Merit Points</b> | <b>Price Points</b>           | <b>Total Score</b> |
| <b>Bidder 1</b>  | 88 / 100 x 70 = 61.6          | 50,000 / 60,000 x 30 = 24.99  | 86.59              |
| <b>Bidder 2</b>  | 82 / 100 x 70 = 57.4          | 50,000* / 55,000 x 30 = 27.27 | 84.67              |
| <b>Bidder 3</b>  | 92 / 100 x 70 = 64.4          | 50,000* / 50,000 x 30 = 30    | 94.4               |

\* represents the lowest evaluated price. In this example above, Bidder 3 is the Bidder that has obtained the highest combined rating of Technical Merit and Price.



## PART 5 – EVALUATION CRITERIA

### 6. FINANCIAL PROPOSAL

The Bidder must complete the following tables and supply the per diem rate in Canadian dollars that will be applicable to each resource and provide a detailed breakdown of the total quoted price that the Bidder plans to utilize to fulfill the requirements of the contract in the following format:

#### 6.1 Pricing Schedule

##### 6.1.1 Professional Services (Table 1)

| PERIOD OF WORK: CONTRACT AWARD TO September 30 2015 |                 |                     |       |
|---|-----------------|---------------------|-------|
| Resource Name                                       | Level of Effort | Firm per diem rate* | Total |
|   |                 |                     |       |
|   |                 |                     |       |
|   |                 |                     |       |
| <b>Ceiling Price:</b>                               |                 |                     |       |

\* **Per Diem rates** are firm and all inclusive of overhead, profit and expenses such as travel and time to the NCR facilities.

**Please note the following:** Definition of a Day/Proration: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("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:

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

**Ceiling Price :** A ceiling price is the maximum amount of monies that may be paid to a contractor. By establishing a ceiling price, the contractor must satisfactorily fulfill all of its contractual obligations relative to the work to which this basis of payment applies without additional payment whether or not the actual costs incurred exceed the ceiling price.

##### 6.1.2 Direct Expenses (Table 2)

| Other expenses   | Amount | Mark-up | TOTAL |
|--|--------|---------|-------|
| <p><b>Direct Expenses:</b> Materials, supplies, and other direct expenses incurred during the performance of the Work <b>at actual cost</b> with a Mark-up.</p> <p>All original supporting documentation is required for the reimbursement of all direct expenses and sub-contracts.</p> |        | _____ % |       |





## PART 5 – EVALUATION CRITERIA

### 6.1.3 Subcontracts (Table 3)

| Other expenses   | Amount | Mark-up | Total |
|--|--------|---------|-------|
| <b>Subcontracts: at actual cost with mark-up.</b><br>List any subcontracts proposed for any portion of the Contract describing the work to be performed and a cost breakdown with a Mark-up<br><br>All original supporting documentation is required for the reimbursement of all direct expenses and sub-contracts. |        | _____%  |       |

### 6.1.4 Travel and Living Expenses (Table 4)

| Other expenses  | Amount | TOTAL |
|---|--------|-------|
| Travel and Living expenses: at actual cost without mark- up |        |       |

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B,C and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

All payments are subject to government audit.

### 6.1.5 TOTAL

|  |    |
|--|----|
| <b>Professional Services CEILING PRICE (Table 1)</b>                 | \$ |
| <b>Direct Expenses (Table 2)</b>                                     | \$ |
| <b>Subcontracts (Table 3)</b>  | \$ |
| <b>Travel and Living (Table 4)</b>                                   | \$ |
| <b>TOTAL (SUM OF ALL TABLES) – EVALUATED PRICE (EXCLUDING TAXES)</b> | \$ |
| <b>Applicable Taxes</b>  |    |
| <b>Total</b>   |    |

**6.2** The Bidder's financial proposal must be submitted in Canadian Funds, GST/HST excluded, FOB Destination, customs duties and excise tax included.

The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable. The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded FOB destination, Customs duties and Excise taxes included.

**NOTE: Prices must only appear in the Financial Bid and in no other part of the bid Bidders should note the basis of payment is defined in Part 7 – Resulting Contract Clauses**



**APPENDIX 1 to PART 5 – TEMPLATE FOR EVALUATION CRITERIA**

Bidders should use the following template to demonstrate how they meet the requirements for M4, M6 and R1.

**TEMPLATE for PROJECTS**

One table must be used PER research project

|  |  |                     |                 |
|--|--|---------------------|-----------------|
| <b>Project/Program Name</b>                                  | <b>Project Start</b>                   | <b>Project End</b>  | <b>Duration</b> |
| <b>Client Organization</b>                                   | <b>Reference Name</b>                  | <b>Telephone</b>    | <b>Email</b>    |
| <b>Project/Program Objective</b>                             | <b>Resource (Author) Name and Role</b> |                     |                 |
| <b>Publication Title and details</b>                         | <b>Resource Involvement</b>            |                     |                 |
|  | <b>Start (mmm-yy)</b>                  | <b>End (mmm-yy)</b> |                 |
| <b>Abstract of the content as it relates to the criteria</b> |  |                     |                 |



## PART 6 - CERTIFICATIONS

### Part 6 Certifications

**Bidders must provide the required certifications to be awarded a contract.** Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is 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 verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

#### 1. Certifications Required with Bid

**The certification included in Articles 1.1 and 1.2 to Part 6, Certifications, must be duly completed and submitted by the Bidder as part of its bid. Should this not be part of the Bidder's proposal, the Contracting Authority reserves the right to request the certification prior to evaluations. Failure to provide the certification within the prescribed timeframe may result in disqualification.**

#### 1.1. CERTIFICATION 1A – ACCEPTANCES OF TERMS AND CONDITIONS

I, the undersigned, as the Bidder and/or an authorized representative of the Bidder, hereby certify that by signing the proposal submitted in response to **RFP 201502793** 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: \_\_\_\_\_

Telephone number: ( ) \_\_\_\_\_

Fax number: ( ) \_\_\_\_\_

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

#### 1.2 CERTIFICATION 1B Code of Conduct and Certifications - 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.



**PART 6 - CERTIFICATIONS**

**2. Certifications Precedent to Contract Award**

The certifications included below, should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed or submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

**2.1 CERTIFICATION 2**

**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.”

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Name of duly authorized representative of Bidder

\_\_\_\_\_  
Signature of duly authorized representative of Bidder

\_\_\_\_\_  
Date

**2.2 CERTIFICATION 3- Certification of Availability and Status of Personnel**

**2.2.1 Availability of Personnel:**

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.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Date)



**PART 6 - CERTIFICATIONS**

**2.2.2 This section is to be completed only if bidder is proposing any person in fulfillment of this requirement who is not an employee of the bidder.**

One copy of this certification must be submitted for each non-employee proposed.

**AVAILABILITY AND STATUS OF PERSONNEL**

"I, \_\_\_\_\_ (name of proposed candidate), certify that I consent to my résumé being submitted on behalf of \_\_\_\_\_ (name of firm) in response to the Request for Proposal \_\_\_\_\_ (RFP number)."

\_\_\_\_\_  
Signature of Proposed Personnel

\_\_\_\_\_  
Date

**2.3 CERTIFICATION 4- 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](http://publiservice.gc.ca/services/fcp-pcf/index_f.htm)" list ([http://publiservice.gc.ca/services/fcp-pcf/index\\_f.htm](http://publiservice.gc.ca/services/fcp-pcf/index_f.htm)) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

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.

**2.4 CERTIFICATION 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 is 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2.5 CERTIFICATION 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.



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## PART 6 - CERTIFICATIONS

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### 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.



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## PART 6 - CERTIFICATIONS

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### STATEMENT:

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.

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

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

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

Telephone number: ( ) \_\_\_\_\_

Fax number: ( ) \_\_\_\_\_

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

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



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## PART 7 – RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the bidder's technical proposal in response to RFP **201502793**.

### 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website:

<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

#### 2.1 General Conditions

2035 – (2014-06-26), General Conditions - Higher Complexity – Services

However any reference to Public Works and Government Services Canada or its Minister contained in these terms and conditions shall be interpreted as reference to Public Safety Canada or its Minister

#### 2.2 Supplemental General Conditions

4007 – (2010-08-16) - Canada to Own Intellectual Property Rights in Foreground Information

### 3. Security Requirement

This document is UNCLASSIFIED, however;

3.1 The Contractor shall treat as confidential, during as well as after the performance of the services contracted for, any information of the affairs of Canada of a confidential nature to which its servants or agents become privy; and

3.2 Contract personnel requiring casual access to the installation site do not require a security clearance but may be required to be escorted at all times.

### 4. Term of Contract

#### 4.1 Period of Contract

The Work is to be performed from date of contract award to **September 30 2015**





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## PART 7 – RESULTING CONTRACT CLAUSES

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### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Krystal Rockburn  
Contracting and Procurement Officer  
Program Services  
Public Safety Canada  
340 Laurier, Ave. West  
Ottawa, Ontario, K1A 0P8

Tel: 613-949-9921  
Fax: 613-954-1871  
Email: [krystal.rockburn@ps-sp.gc.ca](mailto:krystal.rockburn@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 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.

#### 5.2 Project Authority

The Project Authority for the Contract is:

*To be identified at Contract award.*

Name of Project Authority  
Title  
Department  
Branch / Directorate  
Address  
Telephone:  
Facsimile:  
E-mail address:

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.

#### 5.3 Contractor's Representative

*To be determined.*

Name of Contractor's Representative  
Title  
Telephone:  
Facsimile:  
E-mail address:



## PART 7 – RESULTING CONTRACT CLAUSES

### 6. Payment

#### 6.1 Basis of Payment

For the Work described in *the statement of work* in Annex A :

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a ceiling price of \$ \_\_\_\_\_ (*insert amount at contract award*). Customs duties are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

#### 6.2 Method of Payment

Canada will pay the Contractor basis for work performed 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. Direct Expenses will be paid at actual cost with mark-up, upon submission of an itemized statement supported by receipt vouchers
- e. Travel Expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

### 7. Payment Period

7.1. 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 general conditions.

7.2. 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.

### 8. SACC Manual Clauses

|        |              |   |
|--------|--------------|---|
| A9117C | (2007-11-30) | T1204 - Direct Request by Customer Department |
| C6000C | (2007-05-25) | Limitation of Price                           |
| C2900D | (2000-12-01) | Tax Withholding of 15 percent                 |



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## PART 7 – RESULTING CONTRACT CLAUSES

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### 9. Invoicing Instructions

- 9.1 The Contractor must submit invoices in accordance with the information required in Section 12 of, 2035 General Conditions - Services.
- 9.2 Additional Invoicing Instructions.
- 9.3 An invoice for a payment cannot be submitted until all Work identified on the invoice is completed.
- 9.4 Each invoice must be supported by:
- (a) a copy of time sheets to support the time claimed;
  - (b) a copy of the release document and any other documents as specified in the Contract;
- 9.5 Invoices must be distributed as follows:
- (a) The original and one (1) copy must be forwarded to the following address for certification and payment:  
  
Attn: Project Authority (to be identified at contract award)  
Public Safety Canada  
[Invoice\\_processing@ps-sp.gc.ca](mailto:Invoice_processing@ps-sp.gc.ca)
  - (b) One copy must be forwarded to the contract authority identified in article 5 of the contract entitled "Authorities"

### 10. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 11. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.)

### 12. 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.

- (a) the Articles of Agreement;
- (b) the Supplemental General Conditions 4007 (2010-08-16) – Canada to Own Intellectual Property Rights in Foreground Information)
- (c) the General Conditions 2035 – (2014-06-26), General Conditions - Higher Complexity – Services



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## PART 7 – RESULTING CONTRACT CLAUSES

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- (d) Annex “A”, Statement of Work;
- (e) Annex “B”, Basis of Payment
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*), as amended \_\_\_\_\_ (*insert date(s) of amendment(s) if applicable*) in response to RFP **201402793**

### 13. 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.

### 14. 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.

### 15. 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.



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## PART 7 – RESULTING CONTRACT CLAUSES

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### 16. 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.

#### Non-Permanent Resident (Foreign Contractor)

The Contractor must ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfillment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry.

The Contractor must ensure that United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy/Consulate in the Contractor's country. The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.

### 17. International Sanctions

17.1. Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions.

Details on existing sanctions can be found at: <http://www.dfait-maeci.gc.ca/trade/sanctions-en.asp>

17.2. It is a condition of this Contract that the Consultant not supply to the Government of Canada any goods or services which are subject to economic sanctions.

17.3. By law, the Consultant must comply with changes to the regulations imposed during the life of the Contract. During the performance of the Contract, should the imposition of sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services cause an impossibility of performance for the Consultant, the situation will be treated by the Parties as a force majeure. The Consultant shall forthwith inform Canada of the situation; the procedures applicable to force majeure shall then apply.

### 18. Canada Facilities, Equipment, Documentation & Personnel

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

- a. Client department's premises;
- b. Client department's computer systems;
- c. Documentation; and
- d. Personnel for consultation.



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## PART 7 – RESULTING CONTRACT CLAUSES

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- 18.2 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 facilities, equipment, documentation and personnel.
- 18.3 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.

### **19. 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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**TO BE INSERTED UPON CONTRACT AWARD**



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## ANNEX B – BASIS OF PAYMENT

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

**(to be filled in at contract award):**

Canadian Customs Duty and GST/HST extra.

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

Definition of a Day/Proration: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("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:

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

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

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.

The estimated GST or HST is included in the total estimated cost. GST or HST, to the extent applicable, will 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.