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| **ATTACHMENT 2**  **PROPOSAL SUBMISSION FORM** | | | | | | |
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| **BIDDER INFORMATION** | | | | | | |
| **Bidder's full legal name**  *Note to Bidders:*  *The “Bidder” is the person or entity (or, in the case of a joint venture, the persons or entities) submitting the proposal. If the Bidder is a joint venture, indicate the lead party. Bidders who are part of a corporate group should take care to identify the correct corporation as the Bidder.* | | |  | | | |
| **Bidder’s mailing address** | Address: |  | | | | |
| City: |  | | Province: | |  |
| Postal Code: |  | | | | |
| **Bidder's Procurement Business Number (PBN)**  *Note to Bidders:*  *See Standard Instructions 2003 referenced in the Call for Proposals solicitation. Please ensure that the PBN provided matches the legal name of the Bidder. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.* | | | |  | | |
| **Identification of Joint Venture Parties**  *Note to Bidders:*  *If the proposal is submitted on behalf of a joint venture, please list all other parties. (Specify “N/A” if not applicable.)* | | | |  | | |
| **Authorized Representative of the Bidder** | Name: |  | | | | |
| Title: |  | | | | |
| Tel. No: |  | | | | |
| Fax No: |  | | | | |
| Email: |  | | | | |
| **Jurisdiction of Contract**:  *Note to Bidders:*  *Province or Territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in the Call for Proposals solicitation)* | | | | |  | |

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| **BIDDER CERTIFICATIONS** | | | | |
| **Former Public Servants (FPS)**  *Note to Bidders:*  *For a definition of “Former Public Servant”, see the article entitled “Former Public Servant” under Part 5 of the Call for Proposals solicitation.* | Is the Bidder a FPS in receipt of a pension as defined in the Call for Proposals solicitation?  Yes  No  If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant". | | | |
| Is the Bidder a FPS who received a lump sum payment under the terms of the terms of the Work Force Adjustment Directive?  Yes  No  If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant". | | | |
| **Canadian Supplier Certification**  *Note to Bidders:*  *For a definition of “Canadian Supplier”, see the article entitled “Canadian Supplier” under Part 5 of the Call for Proposals solicitation.* | On behalf of the Bidder, by signing below, I certify that the Bidder meets the definition of a “Canadian Bidder” | | | |
| **Canadian Content Certification**  *Note to Bidders:*  *See the article entitled “Canadian Content Certification” under Part 5 of the Call for Proposals solicitation for the Canadian Content requirement.* | On behalf of the Bidder, by signing below, I certify that the Bidder meets the Canadian Content requirement. | | | |
| **Rate or Price Certification**  *Note to Bidders:*  *Provide one (1) of the following certifications, as applicable.*  *See the article entitled “Rate or Price Certification” under Part 5 of the Call for Proposals solicitation.* | The Bidder certifies that the price proposed is based on costs computed in accordance with Contract Cost Principles 1031-2, and includes an estimated amount of profit of \_\_\_\_\_\_\_\_\_. | | | |
| -OR- | | | |
| The Bidder certifies that the price proposed   1. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both; 2. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and 3. does not include any provision for discounts to selling agents. | | | |
| -OR- | | | |
| The Bidder certifies that the price proposed is based on costs computed in accordance with 10.40 (a) to (i) of the *Supply Manual*, Public Services and Procurement Canada, on the pricing of research and development contracts with universities and colleges. | | | |
| **Status and Availability of Resources**  *Note to Bidders:*  *See the article entitled “Status and Availability of Resources” under Part 5 of the Call for Proposals solicitation.* | On behalf of the Bidder, by signing below, I certify that the Bidder meets the Status and Availability of Resources requirements. | | | |
| **Integrity Provisions – Required Documentation – List of Names**  *Note to Bidders:*  *See the article entitled “Integrity Provisions – Required Documentation” under Part 5 of the Call for Proposals solicitation.* | Suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;  Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or  Suppliers that are a partnership do not need to provide a list of names: | | | |
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| **Acknowledgments**  By submitting a proposal, the Bidder acknowledges that:   * The Bidder hereby offers to sell to Her Majesty the Queen 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 therefor. * The Bidder considers itself and its Proposal to be able to meet all the mandatory requirements described in the Call for Proposals; * The Bidder’s Proposal submitted is valid for the period requested in the Call for Proposals; * The Bidder Representative has the authority to submit this Proposal on behalf of the Bidder; * All the information provided in this proposal is true and complete; * The Bidder has read, understands, and acknowledges the instructions and the terms and conditions contained in all parts of the Call for Proposals solicitation; * If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the Call for Proposals solicitation; and * The Bidder understands that a signature may be requested later during the Public Service and Procurement Canada (PSPC) contract award process. | | | | |
| **Signature of Representative authorized to sign on behalf of the Bidder** | |  | **Date** |  |
| **Name and Title of Representative authorized to sign on behalf of the Bidder** | |  | | |

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| **PROPOSAL RESPONSES** | |
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| **GENERAL INFORMATION**  This will be used to provide context to the proposal. | |
| 1. Provide a name to uniquely identify your proposed solution |  |

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| **Section 1: Alignment to Challenge** |

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| **M1** | **Alignment to Challenge** |
| The Bidder must demonstrate how its proposed concept addresses the challenge which includes:   1. A summary of the proposed concept; 2. How the proposed concept addresses and responds to the challenge; 3. How the proposed concept aligns with the Directive on Open Government (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=28108). | |

*Describe how the proposal meets the requirement in the box below.*

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| **Section 2: Usability Improvement** |

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| **M2** | **Demonstration of improvement(s) to the user experience of the Open by Default pilot portal** |
| The Bidder must demonstrate how its proposed concept improves the user experience of the Open-by-Default pilot portal which includes a summary of the proposed concept’s improvement(s) to the user experience of the Open by Default pilot portal.  “User experience” is defined as the range of tasks and quality of results that are available to a portal visitor. | |

*Describe how the proposal meets the requirement in the box below.*

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| **M3** | **Demonstration of improvement(s) to the overall usability of the Open by Default pilot portal** |
| The Bidder must demonstrate how its proposed concept improves the overall usability of the Open-by-Default pilot portal which includes a summary of the proposed concept’s improvement(s) to the overall usability of the Open by Default pilot portal.  Usability is defined as how the concept helps the user by creating a simplistic experience that enables learnability and reduces the number of steps to achieve a task or goal. | |

*Describe how the proposal meets the requirement in the box below.*

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| **M4** | **Demonstration of improvement(s) to the overall findability and discoverability of the Open by Default pilot portal** |
| The Bidder must demonstrate how its proposed concept improves the findability and discoverability of assets on the Open-by-Default pilot portal which includes a summary of the proposed concept’s improvements to the the findability and discoverability of assets on the Open by Default pilot portal.  “Findability and discoverability” is defined as, the ease with which information contained on a website can be found, both from outside the website (using search engines and the like) and by users already on the website. | |

*Describe how the proposal meets the requirement in the box below.*

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| **R1.1** | **Demonstration of improvement(s)s to user experience of the Open by Default pilot portal** |
| The Bidder should demonstrate the elements of the user experience of the Open by Default pilot portal that will be improved by the concept and how the concept will create these improvements which includes,   1. a description of each of the proposed concept’s improvements to the user experience of the Open by Default pilot portal and, 2. a description of how the proposed concept will create these improvements.     “User experience” is defined as the range of tasks and quality of results that are available to a portal visitor. | |

*Describe how the proposal meets the requirement in the box below.*

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| **R1.2** | **Demonstration of improvements to findability and discoverability** |
| The Bidder should demonstrate the elements of the findability and discoverability of assets on the Open by Default pilot portal that will be improved by the concept and how the concept will create these improvements which includes   1. a description of each of the proposed concept’s improvements to the findability and discoverability of assets on the Open by Default pilot portal and, 2. a description of how the proposed concept will create these improvements.     “Findability and discoverability” mean, the ease with which information contained on a website can be found, both from outside the website (using search engines and the like) and by users already on the website. | |

*Provide a response to how the proposal meets the criteria in the box below:*

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| **Section 3: Interoperability** |

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| **M5** | **The proposed concept must be compatible and interoperable with the existing Open Government Website Infrastructure.** |
| The proposed concept must be compatible and interoperable with the existing Open Government Website Infrastructure.  To demonstrate compliance the Bidder must describe how the proposed architecture will be integrated into the existing Open Government Website infrastructure which includes;  a. an architecture diagram for the proposed concept,  b. a description of how the proposed concept will fit with the Website’s look and feel, and  c. a description of how the proposed concept will function on the Microsoft Azure cloud. | |

*Describe how the proposal meets the requirement in the box below.*

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| **Section 4: Design and Implementation Plan** |

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| **M6** | **Draft Design and Implementation Plan** |
| The Bidder must provide a Design and Implementation Plan. The Design and Implementation plan must address each of the following areas;   1. Task description: Describe the work to be done, including the technical methodology. 2. Deliverables: Describe the output of the task. 3. Lead: Identify who is responsible for task delivery/performance 4. Start and End Date: Describe the start and end date of each task 5. Constraints and Assumptions: Identify the impact of constraints and any assumptions taken 6. Risks: Identify all potential risks. 7. Deployment Approach and Release Schedule: Describe the planned approach to release to GitHub | |

*Describe how the proposal meets the requirement in the box below.*

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| **R1.3** | **Feasibility of the proposal** |
| The Bidder should demonstrate the feasibility of the proposal. To demonstrate the feasibility of the proposal the Bidder should provide a Design and Implementation Plan that includes;   1. an adequately developed, well-reasoned, and appropriate approach for the development of the proposed solution, 2. proposed deliverable(s) that clearly define a solution that meets the challenge 3. a proposed concept that is feasible.   “Feasibility” means, the determination of the evaluation team based on the information in the proposal, as to whether the proposal is applicable to the Work and could be accomplished in practice in Canada. | |

*Describe how the proposal meets the requirement in the box below.*

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| **R1.4** | **Risks and risk mitigation strategies in the design and implementation plan** |
| The Bidder should describe the Risk(s) identified in the Design and Implementation Plan and present corresponding Mitigation Strategies.  The Bidder should identify the risk(s) associated with the task, as well as if it is a High, Medium or Low Risk and if the impact will be High, Medium or Low. Examples of ‘Risk Type’ include: financial, schedule, scope, technical, IP issues. If no risk is anticipated enter N/A. | |

*Describe how the proposal meets the requirement in the box below.*

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| **Section 5: Previous Experience** |

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| **R1.5** | **Previous Experience posting open source code on an open source code repository/ platform.** |
| The Bidder should indicate whether or not they have had experience providing source code on an open source repository platform for potential integration into other projects.  The Bidders experience will be validated by URL links to open source projects. In the event that the link cannot serve to validate the experience for technical or other reasons, coordinates of a contact person should be provided for follow up. | |

*Describe how the proposal meets the requirement in the box below.*

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| **Section 6: Financial Proposal Cost Breakdown** | | | | |
| Below is a template for the Financial Proposal Cost Breakdown. Bidders are required to detail the following elements for each Milestone of the work: | | | | |
| Milestone No. 1 | LABOUR (INCLUSIVE OVERHEAD AND PROFIT) | | | |
| **CATEGORY** | **HOURLY RATE** | **HOURS** | **EXTENDED TOTAL** |
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| TOTAL FIRM ALL-INCLUSIVE PRICE FOR MILESTONE NO. 1 | | | $ |
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| Milestone No. 2 | LABOUR (INCLUSIVE OVERHEAD AND PROFIT) | | | |
| **CATEGORY** | **HOURLY RATE** | **HOURS** | **EXTENDED TOTAL** |
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| TOTAL FIRM ALL-INCLUSIVE PRICE FOR MILESTONE NO. 2 | | | $ |
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| Milestone No. 3 | LABOUR (INCLUSIVE OVERHEAD AND PROFIT) | | | |
| **CATEGORY** | **HOURLY RATE** | **HOURS** | **EXTENDED TOTAL** |
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| TOTAL FIRM ALL-INCLUSIVE PRICE FOR MILESTONE NO. 3 | | | $ |
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| TOTAL FIRM ALL-INCLUSIVE LOT PRICE | | | | $ |