



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC

11 Laurier/11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Public Works and Government Services Canada

We hereby offer 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.

### Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Parliamentary Precinct Division/Acquisitions de la Cité  
parlementaire  
222 Queen Street / 222, rue Queen  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Invitation to Qualify (ITQ) Modern Log and Event Management (MLEM) Solution	
<b>Solicitation No. - N° de l'invitation</b> EP750-220056/A	<b>Date</b> 2022-08-19
<b>Client Reference No. - N° de référence du client</b> EP750-220056	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-PPPS-002-28784	
<b>File No. - N° de dossier</b> 002pps.EP750-220056	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2022-09-16</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Sobnath, Keshav	<b>Buyer Id - Id de l'acheteur</b> 002pps
<b>Telephone No. - N° de téléphone</b> (343) 576-2756 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See Herein	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Solicitation No. - N° de l'invitation  
EP750-220056/A  
Client Ref. No. - N° de réf. du client  
EP750-220056

Amd. No. - N° de la modif.  
00  
File No. - N° du dossier  
002pps. EP750-220056

Buyer ID - Id de l'acheteur  
002PPS  
CCC No./N° CCC - FMS No./N° VME

**LIST OF ATTACHED ANNEXES :**

**ANNEX A - Statement of Requirements**

**ANNEX B - Mandatory Evaluation Criteria**

**ANNEX C - Response Form**

**ANNEX D - SECURITY REQUIREMENTS CHECKLIST (SRCL)**

**ANNEX E - APPLICATION FOR REGISTRATION (AFR) FORM**

## 1. General Information

### 1.1 Introduction

**Purpose of this Invitation to Qualify (ITQ):** Canada is looking for a Modern Log and Event Management (MLEM) solution to securely collect, aggregate and centrally store systems, infrastructure and application log data to provide operational visibility to resolve issues before they impact clients.

**This ITQ is not a Bid Solicitation:** This ITQ process is not a solicitation of bids or tenders. No contract will be awarded as a result of the activities during the ITQ phase. Canada reserves the right to cancel any of the qualification requirements included as part of the Project at any time during the ITQ phase. Given that the ITQ process may be partially or completely cancelled by Canada, it may not result in any of the subsequent procurement process described in this document. Pre-qualified Respondents may withdraw from the procurement process at any time. Therefore, Pre-qualified Respondents can choose not to bid on any subsequent solicitation.

### 1.2 Overview of the Project

#### 1.2.1 Background:

Log data is a largely untapped resource that can significantly expand monitoring insight. The Modern Log and Event Management (MLEM) solution provides a means to securely collect, aggregate and store actionable log data collected from different systems in order to fulfil the objectives of various use cases.

#### 1.2.2 Project Overview:

Log data is currently considered to be a largely untapped resource that can significantly expand monitoring insight and provide a new means to securely collect, aggregate and centrally store actionable and insightful log data and provide access for various use cases. The desired outcomes of this initiative are:

- Event and log data centralization
- IT Security controls compliance
- Increased relevance for monitoring alerts
- Reduction in existing and future monitoring log data management gaps
- Event correlation and reduced alerting
- Realized efficiencies due to more accurate monitoring log data

More information can be found in Annex A - Statement of Requirements.

### 1.3 Overview of the Planned Procurement Process

This ITQ is the first phase in the procurement process for the Project. Although the procurement process remains subject to change (and even to cancellation, in accordance with PWGSCs' Standard Instructions), Canada currently anticipates undertaking the two stage procurement process detailed below.

### **1.3.1 Phase 1 – Invitation to Qualify**

**Formal ITQ:** The ITQ will be used to pre-qualify Respondents to participate in the subsequent RFP Phase and any other potential phases of the procurement process. Respondents are invited to pre-qualify in accordance with the terms and conditions of this ITQ. There are not security requirements associated with this ITQ.

**Evaluation of Responses Received:** An evaluation team composed of representatives of Canada will evaluate the Proposals. Only Pre-qualified Respondents will be permitted to bid on any subsequent solicitation issued as part of the procurement process.

**1.3.2 Phase 2 – Request for Proposals (RFP):** PSPC anticipates releasing a RFP to those Pre-qualified Respondents who remain qualified at the time the RFP is released and who meet the RFP Security Requirements detailed in Annex D. If a Respondent fails to meet the RFP security requirements on the date the RFP is issued they will be removed from the list of Pre-qualified Respondents. Each Respondent personnel working on the RFP is required to sign an Non-Disclosure Agreement (NDA).

### **1.3.3 Phase 3 – Contract Award**

PSPC anticipates awarding a contract to the winning Respondent in accordance with the terms of the RFP.

## **1.4 Debriefings**

The Contracting Authority will notify unsuccessful Respondents after the Invitation to Qualify Phase and provide a debriefing upon request. The unsuccessful Respondents should make the request to the Contracting Authority within 15 working days from receipt of the results of the Invitation to Qualify Phase. Debriefings may be in writing, by telephone or in person. The Contracting Authority is to determine which method will be the most effective.

## **1.5 National Security Exception**

The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements.

## **1.6 List Of Pre-Qualified Respondents**

A list of Pre-qualified Respondents from Phase One will not be released on Buy and Sell.

## **1.7 Canada Post Corporation's (CPC) Connect service**

This ITQ process allows respondents to use the CPC Connect service provided by Canada Post Corporation to transmit their Response electronically. Respondents must refer to Part 2 entitled Instructions To Respondents, and Part 3 entitled Preparing and Submitting a Response, of the ITQ solicitation, for further information.

## 2. Instructions for Respondents

### 2.1 Standard Instructions, Clauses and Conditions

2.1.1 All instructions, clauses and conditions identified in the ITQ by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual, ([Standard Acquisition Clauses and Conditions \(SACC\) Manual - Buyandsell.gc.ca](#)) issued by Public Works and Government Services Canada.

2.1.2 Firms who submit a response agree to be bound by the instructions, clauses and conditions of the ITQ.

2.1.3 The [2003](#) (2022-03-29) Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the ITQ, except that: i) Wherever the term “bid solicitation” is used, substitute “Invitation to Qualify”; ii) Wherever the term “bid” is used, substitute “Response”; and iii) Wherever the term “Bidder(s)” is used, substitute “Respondent(s)”;

2.1.4 Subsection 05(4), which discusses a validity period, does not apply, given that this ITQ invites firms to qualify. Canada will assume that all firms who submit a Response wish to continue to qualify unless they advise the Contracting Authority that they wish to withdraw their Response;

2.1.5 Delete subsection 14 – Price Justification.

### 2.2 Submission of Response

Responses must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the ITQ document:

Bid Receiving Unit  
11 Laurier  
Place du Portage, Phase III  
Core 0B2  
Gatineau, Québec  
K1A 0S5

Note: For respondents choosing to submit using Canada Post Corporation's (CPC) Connect service for responses closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.pareceptiondессoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondессoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Responses will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Standard Instructions [2003](#), or to send responses through a CPC Connect message if the Respondent is using its own licensing agreement for CPC Connect service.

It is the Respondent's responsibility to ensure the request for opening a Connect Service conversation is sent to the email address above at least three calendar days before the RFP closing date.

Due to the nature of the ITQ, responses transmitted by facsimile to PWGSC will not be accepted.

## 2.3 Submission of Only One Response

2.3.1 A Respondent can be an individual, a sole proprietorship, a corporation or a joint venture.

2.3.2 A Respondent (including related entities as defined in subsection (c) below, is permitted to respond and qualify only once. Any related entities can't be part of more than one response.

2.3.3 For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is an individual, corporation, partnership, etc.) an entity will be considered to be "related" to a Respondent if:

- a) they are the same legal entity as the Respondent (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
- b) the entity and the Respondent are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
- c) the entity and the Respondent have now or in the two years before the ITQ closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
- d) the entity and the Respondent otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

2.3.4 By submitting a response, the Respondent is certifying that it does not consider itself to be related to any other Respondent.

## 2.4 Former Public Servant

*SAAC Manual*, [A3025T](#) (2020-05-04), Former Public Servant - Competitive Bid

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

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

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act*

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Respondent must provide the following information:

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

## 2.5 Applicable Laws

The relations between the parties will be governed by the laws in force in the Province of Ontario.

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



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

## 2.6 Questions, Comments and Communications

**2.6.1 Single Point of Contact:** To ensure the integrity of the competitive procurement process, questions and other communications regarding this ITQ must be submitted in writing and directed only to the Contracting Authority at the email address below:

Contracting Authority  
Public Services and Procurement Canada

Email address: [keshav.sobnath@tpsgc-pwgsc.gc.ca](mailto:keshav.sobnath@tpsgc-pwgsc.gc.ca)

**2.6.2 Deadline for Asking Questions:** All questions and comments regarding the solicitation must be submitted by email to the Contracting Authority no later than 5 calendar days before the ITQ closing date. Questions received after that time may not be answered.

**2.6.3 Content of Questions:** Respondents should reference as accurately as possible the numbered item of the ITQ to which the question relates. Respondents should explain each question in sufficient detail in order to allow Canada to provide an accurate answer. Any questions that a Respondent believes include proprietary information must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such unless Canada determines that the question is not of a proprietary nature. Canada may edit the questions or may request that the Respondent do so, so that the proprietary nature of the question is eliminated, and the edited question and answer can be provided to all Respondents. Questions not submitted in a form that can be provided to all Respondents may not be answered by Canada.

**2.6.4 Publication of Answers:** To ensure consistency and quality of information provided to Respondents, the questions and answers will be shared with all respondents in an amendment to the ITQ.

## 2.7 Security Requirements:

As the MLEM project advances through the different procurement phases, security requirements evolve and largely increase.

**2.7.1** A Respondent is not required to have a security clearance in order to submit a response to this ITQ. There will be additional security requirements for the final RFP and Contract. Anticipated security requirements for the final RFP and Contract are outlined in Annex D. Pre-qualified Respondents that do not meet the security requirements for the Final RFP as detailed in Annex D on the date the final RFP is released will be removed from the list of Pre-qualified Respondents.

## 2.8 Bid Challenge and Recourse Mechanisms

(a) Several mechanisms are available to potential Respondents to challenge aspects of the procurement process up to and including contract award.

(b) Canada encourages Respondents to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

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

(c) Respondents should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Respondents should therefore act quickly when they want to challenge any aspect of the procurement process.

## 3. Preparing and Submitting a Response

### 3.1 Response Preparation Instructions

If the Respondent chooses to submit its response electronically, Canada requests that the Respondent submits its response in accordance with section 08 of the 2003 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the Response be gathered per section and separated as follows:

Section I: Technical Response

Section II: Certifications

If the Respondent chooses to submit its response in hard copies, Canada requests that the Respondent submits its response in separately bound sections as follows:

Section I: Technical Response 1 hard copy and on USB

Section II: Certifications 1 hard copy and on USB

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

Due to the nature of the ITQ, responses transmitted by facsimile will not be accepted.

If the Respondent is simultaneously providing copies of its response using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through CPC Connect service, the wording of the electronic copy provided through CPC Connect service will have priority over the wording of the other copies.

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

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

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

- Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- Unless otherwise noted, Respondents are encouraged to submit responses to ITQ electronically. If hard copies are required, Respondents should:
  - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### 3.2 Language for Future Communications

Each Respondent is requested to identify, in its Response Submission Form, which of Canada's two official languages it chooses to use for future communications with Canada regarding this ITQ and any subsequent phases of the procurement process.

Should all respondents who qualify under this ITQ choose the same official language Canada may choose to conduct future communications and procurement phases with those pre-qualified Respondents only in that official language.

### 3.3 Content of Response

A complete response to this ITQ consists of all of the following:

#### 3.3.1 Response Submission Form at Annex C - Requested at ITQ Closing

Respondents are requested to include the Response Submission Form, found at **Annex C**, with their responses. It provides a common form in which Respondents can provide information required for evaluation, such as a contact name, the Respondent's Procurement Business Number, the language for future communications with Canada about this procurement process, certifications, etc.

Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information requested by the Response Submission Form is incomplete or requires correction, Canada will provide the Respondent with an opportunity to provide the additional information or make the

correction. Providing the Response Submission Form information when requested during the evaluation period is mandatory.

### **3.3.2 Responses to the Qualification Requirements at Annex B – Mandatory Evaluation Criteria at ITQ Closing**

The Respondent's mandatory response must substantiate its compliance with and address clearly and in sufficient depth the mandatory that are subject to evaluation in Annex B – Mandatory Evaluation Criteria. Each of the Mandatory Evaluation Criteria must be addressed in sufficient detail to permit the evaluation team to verify the Respondent's compliance.

In order to facilitate the evaluation of the response, Canada requests that Respondents address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Respondents may refer to different sections of their responses by identifying the specific paragraph and page number where the subject topic has already been addressed.

### **3.3.3 Certifications**

Respondents must submit the certifications and additional information required under section 5. Certifications and Additional Information.

## **4. Process for Evaluating Responses**

### **4.1 Evaluation of Respondent Qualifications**

Canada will evaluate whether each Response satisfies all the mandatory requirements described in this ITQ. The provisions of Standard Instructions – Goods or Services – Competitive Requirements [2003](#) (2022-03-29) that relate to evaluation also apply. A response must comply with all the requirements of the ITQ in order to be declared compliant.

### **4.2 Conduct of the Evaluation**

**4.2.1 Assessment of Responses:** Responses will be assessed in accordance with all the requirements described in this ITQ, including the mandatory qualification requirements in Annex B – Mandatory Evaluation Criteria.

**4.2.2 Evaluation Team:** An evaluation team composed of representatives of Canada will evaluate the responses. Canada may use any Government of Canada resources, to evaluate any response. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.

### **4.3 Technical Evaluation**

#### **Mandatory Technical Criteria**

The mandatory technical criteria are described in Annex B – Mandatory Evaluation Criteria.

### **4.4 Basis of Qualification**

*SAAC Manual Clause, [A0031T](#) (2010-08-16) Basis of Selection - Mandatory Technical Criteria*

4.4.1 A response that meets (i) and (ii) below, will be declared responsive.

- (i) complies with all the requirements of this ITQ; and
- (ii) meets all the mandatory evaluation criteria at Annex B

As a result of the above, the respondent will be prequalified for the next phase of the procurement process.

4.4.2 Responses not meeting (i) or (ii) will be declared non-responsive.

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

4.4.3 Canada reserves the right to re-evaluate the qualification of any Pre-qualified Respondent at any time during the procurement process. For example, if a particular security clearance is a requirement of this ITQ and the Respondent's security clearance changes or lapses, so that the Respondent no longer meets the requirements of this ITQ, Canada may disqualify that Qualified Respondent. Similarly, if information comes to the attention of Canada that calls into question any of the Qualified Respondent's qualifications under this ITQ, Canada may re-evaluate that Qualified Respondent. If Canada re-evaluates the qualification of any Qualified Respondent, Canada may request further information and, if the Qualified Respondent fails to provide it within five (5) working days (or a longer period provided by the Contracting Authority), Canada may disqualify the Pre-qualified Respondent.

4.4.4 Unsuccessful Respondents will not be given another opportunity to participate or be re-evaluated for the subsequent phases of the procurement process, unless Canada determines, in its sole discretion, that the circumstances require such a change.

4.4.5 Canada will provide written notice to each Respondent informing of their qualification status.

## **5. Certifications and Additional Information**

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

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

The Contracting Authority will have the right to ask for additional information to verify the Respondent's certifications. Failure to comply and to cooperate with any request or requirement imposed by the

Contracting Authority will render the response non-responsive or constitute a default under the Contract.

## **5.1 Certifications Required with the Response**

Respondents must submit the following duly completed certifications as part of their response.

### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

## **5.2 Certifications Precedent to issuance of Phase 2 - RFP and Additional Information**

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

### **5.2.1 Integrity Provisions – Required Documentation**

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

### **5.2.2 Federal Contractors Program for Employment Equity - Response Certification**

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

### **5.2.3 Security Requirement – Required Documentation**

In accordance with the requirements of the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Respondent must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration before the Phase 2 – Request for Proposal (RFP).

Solicitation No. - N° de l'invitation  
EP750-220056/A  
Client Ref. No. - N° de réf. du client  
EP750-220056

Amd. No. - N° de la modif.  
00  
File No. - N° du dossier  
002pps. EP750-220056

Buyer ID - Id de l'acheteur  
002PPS  
CCC No./N° CCC - FMS No./N° VME

Respondents are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, respondents who do not provide all the required information at ITQ closing date, they will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Respondent in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Respondent will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Respondent fails to provide the required information within the timeframe established by the Contracting Authority, its response will be declared non-responsive.