2.2.3   Fomat of Deliverables

Four (4) hard-copies of all deliverables (drafts and final versions) such as reports, manuals and documentation are required. In addition, one (1) copy on 3 1/2 inch diskette prepared using Wordperfect version 5.2 is required for all final versions.

2.2.4   Language

All reports must be available in English. The Organizational Impact Analyst may be required to conduct interviews in both English and French.

2.3   Responsibilities

2.3.1   Work Facilities and Support

Depending on the nature of the work specified in the task authorization the department may provide workspace, a PC and access to relevant software for personnel. If not, this will be the responsibility of the vendor.

The vendor will also be responsible for office supplies and administrative support (word processing, photocopying, FAX, etc.).

2.3.2   Training

Any training required by contracted personnel will be the responsibility of the vendor who will assume all associated costs. Time spent on such training will not be billed to the department.

3.0   Security Requirements

All micro computing software entering the department must be scanned for viruses (using AAFC's standard virus scanning software) prior to installation. All systems activity must adhere to the "Departmental Informatics Security Policy". These may be referenced upon request.