

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
800 Burrard Street, 12th Floor
800, rue Burrard, 12e étage
Vancouver, BC V6Z 2V8
Bid Fax: (604) 775-7526

Request For a Standing Offer
Demande d'offre à commandes

Regional Master Standing Offer (RMSO)
Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Pacific
Region
800 Burrard Street, 12th Floor
800, rue Burrard, 12e étage
Vancouver, BC V6Z 2V8

Title - Sujet Computer Software Training	
Solicitation No. - N° de l'invitation EZ156-120001/A	Date 2012-08-10
Client Reference No. - N° de référence du client EZ156-120001	GETS Ref. No. - N° de réf. de SEAG PW-\$VAN-531-6765
File No. - N° de dossier VAN-2-35062 (531)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-24	
Time Zone Fuseau horaire Pacific Daylight Saving Time PDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Mak, Goretti M.	Buyer Id - Id de l'acheteur van531
Telephone No. - N° de téléphone (604)775-7649 ()	FAX No. - N° de FAX (604)775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA VARIOUS DEPARTMENTS British Columbia V6Z2V8 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirement
4. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Code of Conduct Certifications - Consent to a Criminal Record Verification
1. Certifications Precedent to Issuance of a Standing Offer

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement
2. Financial Capability
3. Insurance Requirements

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Identified Users
6. Call-up Procedures
7. Call-up Instrument
8. Limitation of Call-ups
9. Priority of Documents
10. Certifications
11. Applicable Laws

B. RESULTING CONTRACT CLAUSES

Solicitation No. - N° de l'invitation

EZ156-120001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van531

Client Ref. No. - N° de réf. du client

EZ156-120001

File No. - N° du dossier

VAN-2-35062

CCC No./N° CCC - FMS No/ N° VME

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance
7. SACC Manual Clauses

List of Annexes:

Annex A -Requirement

Annex B - Basis of Payment/Pricing Sheet

Annex C - Company Profile

Annex D - Evaluation Criteria and Basis of Selection

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template is divided into seven parts:

- Part 1: provides a general description of the requirement;
- Part 2: provides the instruction clauses and conditions applicable to the RFSO and states that the Offeror agrees to be bound by the clauses and conditions contained in all parts of the RFSO;
- Part 3: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, the security requirement, if applicable and the basis of selection;
- Part 5: includes the certifications to be provided;
- Part 6: Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7A: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- Part 7B: includes the clauses and conditions which will apply to any contract resulting from a "call-up" made pursuant to the Standing Offer.

The Annexes include the Statement of Work, Basis of Payment and any other annexes.

2. Summary

2.1 The objective of this request is to issue a number of Regional Master Standing Offers (RMSO) for the Pacific Region whereby authorized clients as stated herein will call up teacher-led microcomputer and mainframe training services offered by an offeror. This does not cover technology assisted training such as computer based training, video based training or self-pace learning software.

2.2 The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S., 1985, c. F-11, which are requesting Microcomputer and mainframe training services in the Pacific Region.

2.3 In order to meet the requirements of client departments, it is Canada's intention to issue multiple standing offers to offerors of microcomputer and mainframe training services who are qualified in accordance with the evaluation criteria, method of selection and rate evaluation detailed herein.

Each authorized Regional Master Standing Offer will be included in the PWGSC Web site of the Standing Offers Index (<http://soi.pwgsc.gc.ca>) which will be available to Identified Users requesting services for the Pacific Region.

2.4 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada-Colombia Free Trade Agreement (FTA), and the Canada-Peru Free Trade Agreement (FTA).

3. Security Requirement

The security classification of this Standing Offer is "UNCLASSIFIED". However, the Offeror must treat as confidential, during as well as after the provision of goods or services contracted for, any information of a character confidential to the affairs of Canada, to which the Offeror's servants or agents become privy. All personnel assigned to provide services must have a current security clearance to the level specified in any Call-up against this Standing Offer, granted by the Corporate and International Industrial Security Directorate.

Should it become necessary, during the course of the service, for the authorized Department to invoke further security measures, the Offeror, in accepting a Contract, must comply with the security classification established at that time.

4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) *Manual issued by Public Works and Government Services Canada.*

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred eighty (180) days

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Solicitation No. - N° de l'invitation

EZ156-120001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van531

Client Ref. No. - N° de réf. du client

EZ156-120001

File No. - N° du dossier

VAN-2-35062

CCC No./N° CCC - FMS No/ N° VME

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy)

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

Canada requests that offerors 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 Standing Offers.

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 (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) 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.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex "B" - Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

Solicitation No. - N° de l'invitation

EZ156-120001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van531

Client Ref. No. - N° de réf. du client

EZ156-120001

File No. - N° du dossier

VAN-2-35062

CCC No./N° CCC - FMS No/ N° VME

(a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

(b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1 Technical Evaluation

See Annex D - Evaluation Criteria and Basis of Selection.

1.2 Financial Evaluation

The evaluation cost/total price will be the total estimated cost detailed in Annex B, Basis of Payment/Pricing Sheet

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

See Annex D - Evaluation Criteria and Basis of Selection.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Offerors must submit as part of their offer, by Request for Standing Offers closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list. <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/229-eng.html>

2. Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program for Employment Equity - over \$25,000 and below \$200,000

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary

withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

(a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

(b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) () is subject to FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

2.2 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 the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause,

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

- (a) an individual;
- (b) an individual who has incorporated;

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

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

"pension" means, in the context of the fee abatement formula, 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

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;
- (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;
- (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 fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

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

2.3 Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contract Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

2.4 Education and Experience

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

Signature

Date

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

The Resulting Contract Clauses contain an Article entitled "Security Requirement". The Standing Offer Authority or Identified User making a Call-up may, in its discretion, substitute an alternative Security Requirement. In such instances, the Call-up will only be issued to an offeror who, at the time of the Call-up, satisfies the Security Requirement specified by the Identified User.

There are no Security Requirements required with the Offer or in order to be awarded a resulting Standing Offer.

2. Financial Capability

SACC Manual clause M9033T (2011-05-16) Financial Capability

3. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Part 7B, Item 6.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

2. Security Requirement

The security classification of this Standing Offer is "UNCLASSIFIED". However, the Offeror must treat as confidential, during as well as after the provision of goods or services contracted for, any information of a character confidential to the affairs of Canada, to which the Offeror's servants or agents become privy. All personnel assigned to provide services must have a current security clearance to the level specified in any Call-up against this Standing Offer, granted by the Corporate and International Industrial Security Directorate.

Should it become necessary, during the course of the service, for the authorized Department to invoke further security measures, the Offeror, in accepting a Contract, must comply with the security classification established at that time.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card. The data must be submitted on a quarterly basis to the Public Works and Government Services Canada Standing Offer Authority.

Quarterly periods are defined as follows:

- 1st quarter: (to be completed at Contract award)
- 2nd quarter: (to be completed at Contract award)
- 3rd quarter: (to be completed at Contract award)
- 4th quarter: (to be completed at Contract award)

Electronic reports must be completed and forwarded to the Standing Offer Authority no later than 15 calendar days after the end of the quarterly period. An electronic version of the form in Excel and/or Lotus spreadsheet format.

All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of award of Standing Offer to two year period (to be inserted at Contract award) inclusive.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Goretti Mak, Supply Specialist
Public Works and Government Services Canada
12th Floor, 800 Burrard Street
Vancouver, B.C. V6Z 2V8
Telephone: (604) 775-7649
Fax: (604) 775-7526
Email: Goretti.Mak@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting

Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

TBA

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

General Enquiries:

Name: _____
 Telephone No. _____
 Facsimile No. _____
 Email address: _____

6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S., 1985, c. F-11.

7. Call-up Procedures

Selection Method for Individual Call-up

The least-cost rule will generally guide the selection:

Identified Users authorized to make call-ups against the Standing Offers shall define their need, combine all of the individual elements (site and type(s)) which best suits their need, review the list of companies offering the training required and select the Offeror based on the lowest rate or the company with the lowest aggregate rate. "Individual elements (including the level of effort for each element, such as the geographical area of the Offeror and/or the Offeror's facility, reductions offered for a variety of reasons; for example, large volume of courses being called-up) of each specific requirement may be a factor in determining the total cost for the requirement".

If the Offeror is able to meet the requirement, the call-up is made against its standing offer. If that Offeror is unable to meet the requirement, the Identified User authorized to make call-up will then contact the second lowest rate, or second lowest aggregate rate Offeror. The Identified User authorized to make call-up

will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up.

Note: A factor in determining the total cost for the requirement is that the Identified Users may request that a supplier offer courses outside of the offeror's facility detailed in the RMSO. If an offeror is requested to deliver a course outside of their facility they are not obligated to accept. If the offeror accepts, he/she would be entitled to claim travel and living expenses as detailed in Part 7B, Item 4.2 Travel and Living Expenses under Special Circumstances.

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or electronic document.

9. Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$25,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

10. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$750,000.00 (Goods and Services Tax or Harmonized Sales Tax included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or TWO (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. Priority of Documents

If there is a discrepancy between the wording 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.

- 11.1 the call up against the Standing Offer, including any annexes;
- 11.2 the articles of the Standing Offer;
- 11.3 the general conditions 2005 (2012-03-02), General Conditions - Standing Offers - Goods or Services
- 11.4 2010C (2012-03-02) General Conditions - Services (Medium Complexity)
- 11.5 Annex A - Requirement;
- 11.6 Annex B - Basis of Pricing;
- 11.7 Annex C - Company Profile;

11.8 Annex D - Security Requirements;

11.9 Annex E- Standing Offers Reporting

11.10 the Offeror's offer _____ (*insert date of offer*),

12. Certifications

12.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2012-07-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price", as specified in Annex B, Basis of Payment. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

4.2 Travel and Living Expenses

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, 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 Identified User.

All payments are subject to government audit.

4.3 SACC Manual Clause

- 4.3.1 A9117C (2007-11-30), T1204 - Direct Request by Customer Department
- 4.3.2 C0711C (2008-05-12), Time Verification
- 4.3.3 H1000C (2008-05-12), Single Payment
- 4.3.4 M3800C (2006-08-15), Estimates

4.4 Payment by Credit Card

The following credit card is accepted: _____

5. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.

6. Insurance

The Contractor must comply with the insurance requirements specified in herein. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions. (g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

(n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(o) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgment of receipt.

For the province of Quebec, send to:
Director Business Law Directorate, Quebec Regional Office (Ottawa), Department of Justice,
284 Wellington Street,
Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:
Senior General Counsel, Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

7. SACC Manual Clauses

- 7.1 Work Site Access (A1009C, 2008-05-12)
- 7.2 Defence Contract (A9006C, 2008-05-12)
- 7.3 Canadian Forces Site Regulations (A9062C, 2011-05-16)
- 7.4 Government Site Regulations (A9068C, 2010-01-11)
- 7.5 Government Property (B6802C, 2007-11-30)

Annex A

STATEMENT OF WORK

A1. Scope of Work

1. The Offeror is to provide a wide range of commercially available “off the shelf” microcomputer and mainframe training services “as and when requested” which includes, not limited to the following.

Training Types

- Type 1 Software Application Training - Regular
Defined as common and popular training done with common equipment and qualified instructors (ie MicroSoft Office, Wordperfect, Lotus, Quattro, Visio, Adobe Acrobat for Destops, Adobe Acrobat for Mobile Devices)
- Type 2 Software Application Training - Specialized
Defined as uncommon training done with specialized equipment and highly specialized instructors
- Type 3 Open System Training
(ie Unix, HP/UX)
- Type 4 Network Training
(ie Novell)
- Type 5 Information Assurance/Technical Security Training
(i.e: Web Page Security, etc.)
- Type 6 Mainframe Training
Mainframe training related to the development and maintenance of large scale systems.

2. The Offeror must be able to provide training at the contractor’s site as well as provide services at the client’s site.

3. Classes will consist of a maximum of 25 participants and is to occur during regular business hours (8:00 am to 4:00 pm), Monday through Friday.

4. All courses are to focus entirely upon instructions and practical application. Participants performance will not be evaluated. Participants are to receive a "Recognition of Participation" or "Attendance" certificate at completion of each course.

5. Offeror is to provide instructors qualified to teach the requested software courses.

6. Prepare and deliver to all participants the applicable pre-course information packages to include but, not limited to the following:

- A. Reiteration of course prerequisites;
- B. Availability;
- C. An e-copy of pertinent course study documentation

7. Manuals or access to manuals for each course and level are required. If the manuals are in the form of "classroom only" manuals, an information package must be made available to each participants for future reference.

8. The Instructor is to load the files required for training to individual student's computer and clear the files after each course.

A2. Training Categories

- | | |
|------------------------------------------|---------------------------------------------------|
| 1. Accounting | 16. Microcomputer Environment Orientation Courses |
| 2. Adobe | 17. Microcomputer User - Trouble Shooting Courses |
| 3. Autocad | 18. Multi-media |
| 4. Client Server | 19. Network Advance |
| 5. Database Management | 20. Network Security |
| 6. Document Management | 21. Office Suite |
| 7. Graphics/Desktop Publishing | 22. Operating Systems |
| 8. Internet/Intranet | 23. PC Support and Troubleshooting |
| 9. Information Security Management | 24. Programming Languages |
| 10. Information Assurance & Security | 25. Project Management |
| 11. Keyboarding | 26. SQL and SQL Servers |
| 12. Language | 27. Spreadsheet |
| 13. Local Area Network | 28. System Analysis, Design and Development |
| 14. Mainframe | 29. Telecommunications |
| 15. Microcomputer Communication Software | 30. Word Processing |

A3. Services Types

1. For Services at Client's Site

- A. Client's Site - Full Services:
Offeror supplies all course material, equipment and instructor. The client provides the facilities.
- B. Client's Site - Client's equipment ONLY:
The Offeror offers supplies all course material, and instructor. The client provides the facilities and equipment.
- C. Client's Site - Instructor Only:

The Offeror offers to provide a qualified instructor. Course material, equipment and facilities are provided by the client.

D Course Modification:

The Offeror offers to alter existing course to suit the client's needs.

2. For Services at Offeror's Site

Private Teaching is meant as teaching to only one student at a time when requested by the client.

E. Offeror's Site - Full Services, **Private Teaching**:

The Offeror provides the facilities, equipment, all course materials, and qualified instructor.

F. Offeror's Site - Full Services Without Material, **Private Teaching**:

The Offeror provides facilities, the equipment and qualified instructor only. The course material is provided by the client.

G. Offeror's Site - Full Services, Classroom Teaching

The Offeror provides the facilities, equipment, all course materials, and qualified instructor.

H. Offeror's Site - Full Services Without Material, Classroom Teaching

The Offeror provides the facilities, the equipment and the qualified instructor only. The course material is provided by the client.

A4. Reports and Deliverables:

1. Upon request, the Contractor must provide the following report and documentation to the Training Coordinator:

A. Course outlines for each course and level;

B. Feedback forms (evaluations) on course content and instruction are to be provided by the Contractor and are to be filled out by students on completion of training. Evaluations or copy of evaluations are to be forwarded to the Training Coordinator at the end of each course.

2. The Training Coordinator will provide a schedule of requested courses to the Contractor at least one (1) month from the start date of the next months requested courses.

3. The Training Coordinator will book/schedule the personnel to the training and provide student registration forms to the instructor for each course.. The forms are to be signed by each student as a record of participation. Once registration form is completed, it will be delivered to the Training Coordinator.

A5. Cancellation Policy

1. Contractor

A. If a course is cancelled due to the Contractor/Instructor not showing up, illness, poor weather conditions preventing the Contractor/Instructor to travel or any other reasons. The client will not be liable for the payment of the cancelled course.

2. Client

A. If a course is cancelled due to operational requirements, the client will not be liable for payment of the cancelled course if a notice of five (5) or more business days has been given to the Contractor.

When inclement weather necessitates the cancellation of a course. The course will be rescheduled without additional charge.

A6. Special Considerations

1. The Training Coordinator will brief the Contractor on the safety, fire regulation and security of the on-site facilities.

ANNEX "B"
BASIS OF PAYMENT/PRICING SHEET

- B1 The Offeror will be paid the rates indicated in Annex B-1. Rates quoted are maximum for the entire duration of the standing offer. Reductions may be offered to clients for a variety of reasons, for example, large volume of courses being called-up.

The Offeror shall provide pricing in Annex B-1.

- B2 The firm price rate per student per course shall include all costs for labour, overhead, fringe benefits, profit, travel and living, materials and supplies and other disbursements.
- B3 If pricing is not provided for each line item you will be considered non-responsive.
- B4 Estimated usages are for evaluation purposes only and not to be construed as a firm commitment from Canada. Actual usages may vary from these amounts.
- B5 HST/GST is to be excluded of the prices quoted herein. HST/GST if applicable, will be shown as a separate item on the invoice

You must provide a listing of your proposed daily rates in the format shown below.

B6. Rates

B6.1 For Services at Client's Site

Maximum DAILY rates per student, HST/GST extra if applicable, for a minimum number of student(s) per classroom (12 students, 3 students, 1 student) for Type 1 to Type 5 Training Services.

B6.2 Private Teaching at Contractor's Site

Maximum DAILY rates per student, HST/GST extra if applicable, for Type 1 to Type 5 Training Services.

B6.3 For Services at Contractor's Site

Maximum DAILY rates per student, HST/GST extra if applicable, for a minimum number of student(s) per classroom (12 students, 3 students, 1 student) for Type 1 to Type 5 Training Services.

B6.4 Course Modification Services

The Offeror will alter an existing course to suit the client's needs, if requested by the client, at a firm hourly rate (HST/GST extra if applicable): \$ _____ / hour

Solicitation No. - N° de l'invitation

EZ156-120001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VAN-2-35062

Buyer ID - Id de l'acheteur

van531

Client Ref. No. - N° de réf. du client

EZ156-120001

CCC No./N° CCC - FMS No/ N° VME

B6.5 Mainframe Training Services

The Offeror will provide mainframe training services at the rates published in their current catalogue of mainframe training services less _____% discount (HST/GST extra if applicable).

The published rates less a percentage discount apply to mainframe training only.

ANNEX C COMPANY PROFILE

Bidder must provide the following information regarding your company. It is suggested that this information be listed at the beginning of your Course Description file referenced below.

1. Legal name of the firm: _____

2. Contact-Person for scheduling courses:

Title: _____

Telephone: (____) _____

Facsimile: (____) _____

E-Mail: _____

3. Locations where training will be offered and number of training stations at each location:

4. Student Parking available:

a)	Parking (Paying)	Y	N
b)	Free Parking	Y	N

5. Training Centre accessible by public transportation:	Y	N
---------------------------------------------------------	---	---

6. Nonsmoking classrooms available:	Y	N
-------------------------------------	---	---

7. Lounge for students available:	Y	N
-----------------------------------	---	---

8. Nonsmoking lounge for students available:	Y	N
----------------------------------------------	---	---

9. Restaurant facilities in the near vicinity:	Y	N
------------------------------------------------	---	---

10. Post training telephone support line available: if yes, the telephone number is _____	Y	N
----------------------------------------------------------------------------------------------	---	---

11. Telephone available for student use:	Y	N
------------------------------------------	---	---

12. Accessibility to disabled persons: _____

1 = Limited Accessibility: A person with a disability can access and use the facility only if assistance is provided in dealing with steps, curbs, doors, elevators, washrooms, and telephones.

2 = Basic Accessibility: The building's features permit a person with a disability to use all of the facilities mentioned above without assistance.

3 = Full Accessibility: The building's features referred to above meet the Canadian Standards Association's Barrier-Free Design Standard CAN/CSA-B651-M90 for accessibility. Minor variances to the Standard are acceptable provided they do not limit access or use of a facility.

13. Services are provided in which language:

English: Y N

French: Y N

Bilingual: Y N

14. Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups:

If yes, the following credit card(s) are accepted:

VISA _____

Mastercard _____

American Express _____

Annex D

Evaluation Criteria and Basis of Selection

D.1 Evaluation Procedures

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

Each responsive offer will be evaluated against the point rated criteria listed below. It is recommended that Bidders address these criteria in sufficient depth so as to indicate a clear understanding of the requirements and the services to be provided as detailed below.

The information should be detailed enough so as to allow a complete evaluation. It would assist in the evaluation if each section clearly indicates the specific criteria it is addressing.

For each rated criterion, where a maximum number of points is shown, evaluators may award any whole number in the range of points from zero up to the maximum number of points.

D.1.1 Mandatory Requirements

In order to have your offer considered, suppliers **MUST** comply with the mandatory requirements listed below and **MUST** provide the necessary documentation to enable the evaluation team to evaluate the suppliers ability to satisfy and comply with all of the following requirements. Failure to provide the data requested or failure to conform with any of the terms and conditions of this request may result in your offer being rejected.

- A. Suppliers offering complete training services including course modification must complete Items 1 to 7 inclusive.
 - B. Suppliers offering complete training services not including course modification must complete Items 1 to 5 inclusive.
 - C. Suppliers offering instructors only (in government owned facilities with government owned equipment) must complete Items 1 to 4 inclusive.
 - D. Suppliers offering course modification services only must complete Items 6 and 7.
 - E. Suppliers offering Mainframe training must have a published catalogue for mainframe training and must complete Item 5.
1. The Bidder **MUST** demonstrate that the firm or its training personnel (or individual) have been successfully providing microcomputer training for at least the past six (6) months.

Names, addresses and telephone numbers of two (2) microcomputer training clients MUST be provided.

Client 1: _____
 Course Provided: _____
 Date: _____
 Contact and Telephone No: _____

Client 2: _____
 Course Provided: _____
 Date: _____
 Contact and Telephone No: _____

- The Bidder MUST provide a statement of compliance with the following criteria:
 The firm or its training personnel (or individual) has already presented successfully each of the courses being offered.

With respect to new versions of software packages released throughout the period of the proposed Standing Offer, the firm may offer these new courses as long as it had presented successfully a course on the previous version.

- The Bidder must demonstrate that each of the proposed (full-time) instructors/trainers has a minimum of seventy (70) hours of recent (within the last 18 months) experience in the provision of microcomputer training services.

Name of Instructor: _____
 Specify where and when this experience was acquired:

Specify the number of hours of experience providing microcomputer training: _____
 Name of Instructor: _____
 Specify where and when this experience was acquired:

Specify the number of hours of experience providing microcomputer training: _____
 Name of Instructor: _____
 Specify where and when this experience was acquired:

Specify the number of hours of experience providing microcomputer training: _____

Name of Instructor: _____

Specify where and when this experience was acquired:

Specify the number of hours of experience providing microcomputer training: _____

4. The Bidder must describe what quality control procedures are in place to ensure the quality of training and performance of instructors.

5. **To be considered for SERVICES, the Bidder must have the public facilities and equipment to conduct courses in the province/city indicated**

Provide information on the type of training facilities in house or provided through 3rd party facility available such as location of facility, number of classrooms, and number of training stations in each classroom.

6 Demonstrate that the firm or its personnel (or individual) have successfully provided course modification services for at least two (2) clients in the past eighteen (18) months by providing the following information for a minimum of one (1) employee assigned to this work. A maximum of three (3) employees will be evaluated.

NAME of Individual: _____

Names, addresses and telephone numbers of two (2) training clients MUST be provided.

Client 1: _____
Course Modified: _____
Date: _____
Contact: _____
Telephone No.: _____

Client 2: _____
Course Modified: _____
Date: _____
Contact: _____
Telephone No.: _____

Specify where and when this experience was acquired:

Specify the number of hours of experience in designing and/or modifying computer related training:

7. The Bidder must describe what quality control procedures are in place to ensure the quality of course modification. **Details MUST be provided.**

NOTE: Photocopy these pages as required.

D.2 Basis of Selection

The following selection method will be used to determine the successful suppliers to be issued a Standing Offer Agreement.

The selection of suppliers will be done in two steps:

Step 1: Verification of compliance of offeror to mandatory criteria.

To be considered responsive, offers not meeting all of the mandatory requirements specified in Annex "D" - Evaluation Criteria and Basis of Selection of this RFSO will be given no further consideration. Failure to address and fulfill these mandatory requirements will result in your offer being declared non responsive.

Step 2: Assessment of rates quoted.

Valid offers will be evaluated to determine which courses, base on price. The rates will be subject to the following assessment:

- A) The average rate will be determined by adding the rates proposed by the qualified bidders for the specific training type and service type divided by the number of qualified bidders who submitted rates for that training type and service type.
- B) The rates below or equal to the average rate plus 20% will be accepted for inclusion in the Standing Offer. The remaining will not be accepted.
- C) Rates which exceed the average rate plus 20% will not be accepted and will be excluded from the Standing Offer for that training type and service type.

In the event that only two responsive bids are received Step 2 will not apply.

Step 3: Number of Standing Offers to be Issued

Solicitation No. - N° de l'invitation

EZ156-120001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VAN-2-35062

Buyer ID - Id de l'acheteur

van531

Client Ref. No. - N° de réf. du client

EZ156-120001

CCC No./N° CCC - FMS No/ N° VME

It is anticipated that multiple Standing Offers will be awarded as a result of this Request for Standing Offer solicitation.

Solicitation No. - N° de l'invitation

EZ156-120001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VAN-2-35062

Buyer ID - Id de l'acheteur

van531

Client Ref. No. - N° de réf. du client

EZ156-120001

CCC No./N° CCC - FMS No/ N° VME

NOTE TO BIDDERS: Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. For bids submitted by facsimile (Bid receiving fax (604) 775-7526), use this sheet as the cover sheet. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

AVIS AUX FOURNISSEURS: Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Pour les offres soumises par télécopieur (n° du télécopieur pour la réception des offres: (604) 775-7526), utilisez cette page comme bordereau de télécopie. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

Bid Receiving
Public Works & Government Services Canada
12TH FLOOR - 800 BURRARD STREET
VANCOUVER BC V6Z 2V8

Solicitation No. : 01550-130015/A

Solicitation Closes at : September 24, 2012
on : 2:00pm

Réception des soumissions
Travaux publics et services gouvernementaux Canada
800 rue Burrard, 12e étage
Vancouver (C.-B) V6Z 2V8

N° de l'invitation : 01550-130015/A

La réception des soumissions prend fin le : 24 septembre, 2012
à : 2:00pm

ANNEX "B-7"

BASIS OF PAYMENT/PRICING SHEET

DAILY RATES AND/OR DISCOUNT PER STUDENT

(i)	1. Classroom Training Services at Client's site				2. Private Teaching at Offeror's site			3. Classroom Training Services at Offeror's site		
	A		B		C	D		E	F	
	Material and Instructor		Instructor Only		Full Services	Without Material	Full Services		Without Material	
	Minimum		Minimum		Minimum	Minimum	Minimum		Minimum	
	12 students	3 students	1 student	12 students	3 students	1 student	1 student	12 students	1 student	1 student
TYPE 1 Regular	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
TYPE 2 Specialty	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
TYPE 3 Open Systems	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
TYPE 4 Networks	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
TYPE 5 Network Advanced	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

ABOVE DAILY RATES ARE PER STUDENT FOR THE MINIMUM NUMBER OF STUDENTS SPECIFIED.

A training day must be at least 7.5 hours.

Volume discounts may be offered by the Offeror at the time of student registration (Call up)

(ii) Course Modification Services \$ _____ per hour

(iii) Mainframe Training Services \$ _____ per hour

Offeror's Legal Name: _____
 Procurement Business Number: _____