

## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

## Revision to a Request for a Standing Offer

## Révision à une demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

## Comments - Commentaires

## Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

## Issuing Office - Bureau de distribution

Training and Specialized Services Division/Division  
de la formation et des services spécialisés  
11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> LEARNING SERVICES		
<b>Solicitation No. - N° de l'invitation</b> E60ZH-070003/C		<b>Date</b> 2012-04-03
<b>Client Reference No. - N° de référence du client</b> E60ZH-070003		<b>Amendment No. - N° modif.</b> 006
<b>File No. - N° de dossier</b> 103zh.E60ZH-070003	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZH-103-23758		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2012-02-22
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-04-23</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Henry, Matthew		<b>Buyer Id - Id de l'acheteur</b> 103zh
<b>Telephone No. - N° de téléphone</b> (819) 956-6440 ( )	<b>FAX No. - N° de FAX</b> (819) 956-2675	
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

**In accordance with Part 2 - Article 3 - Enquiries - Request for Bids, these questions and their corresponding answers are provided to all Bidders.**

## **SECTION A - QUESTIONS AND ANSWERS**

### **Question 34**

The occupational minimum mandatory qualifications for Stream 4 (Rapid eLearning Product Programming) state that the Rapid eLearning Product Programmers “must have developed a minimum of X eLearning courses in the last Y years using eLearning tools such as Adobe Illustrator, Adobe Photoshop, Adobe Captivate, Adobe Dreamweaver, Adobe Contribute, HTML, CSS, Adobe Flash and/or Articulate by Techsmith.” The Articulate suite of products includes Presenter, Quizmaker and Engage. Techsmith is a different company that has produced software such as Snagit, Camtasia and Jing. Will you consider experience using Techsmith eLearning tools to fulfill the minimum mandatory requirements for Stream 4, provided the programmer has developed the required number of eLearning courses in the specified number of years?

#### **Answer 34**

Yes, Canada will consider the Techsmith eLearning tools for M.2(d). However, Suppliers must demonstrate that this experience is similar in nature to those described in Annex “A” in accordance with M.2(d).

### **Question 35**

On page 13, section 1.1c states that “Bidders must submit their technical bid by completing Attachment E, Technical Response Template in accordance with this solicitation.” However, section 1.1a states that “In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.” Are you looking for additional details that are not requested in the Technical Response Template?

#### **Answer 35**

The Technical Response Template is a guide for organizing the information submitted in response to the technical evaluation criteria. The Bidder is still responsible for ensuring that the information that they provide is sufficient information that demonstrates how they meet the requirements.

### **Question 36**

RE: Part 1, Item 2.2 (Page 7)

It is unclear how a bidder responds to Stream 8. This section indicates that bids will be evaluated on a “Category of Personnel” basis, but the technical response template does not provide any means to indicate which Category or Categories are being applied for. Could you please clarify the following:

1. Could you please define what constitutes a category of personnel (e.g. are there only two categories – Instructor and Training Facilitator, or is each subject area a separate category)

- 
2. How do bidders indicate which Category or Categories they are proposing to provide services under?
  3. Is a bidder required to provide a separate response for each category? Will they be required to demonstrate \$150,000 in services for each category?

**Answer 36 - Item #1**

Each Instructor Subject Area is a different category, and the Training Facilitator is a separate category.

**Answer 36 - Item #2**

For Stream 8, to demonstrate the specific Instructor Subject Areas and/or Training Facilitatory categories that a Bidder is interested in providing, a Bidder only needs to submit a firm all-inclusive per diem rate for those specific categories in their Financial Bid.

**Answer 36 - Item #3**

For Stream 8, bidders do not need to demonstrate the \$150,000 for each separate category. For Stream 8, the evaluation criteria is designed to demonstrate a Bidder's experience in Training Delivery.

**Question 37**

RE: Part 3, Item 1. (Page 12)

With regards to the soft copies on CD, are bidders to put all three sections onto each of two CDs, or is each section to be put on its own two CDs, for a total of six CDs?

**Answer 37**

Each softcopy should be on its own CD, for a total of six CDs.

**Question 38**

RE: Part 3, Item 1. (Page 12)

Does the financial bid need to be enclosed in a separately sealed envelope within the bid submission package?

**Answer 38**

The financial bid does not need to be separately sealed. As per Part 3 - Bid Preparation Instructions - 1a - Canada requests that bidders provide their bid in separately bound sections.

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**Question 39**

RE: Technical Response Template

Could you clarify what is entered under "Project Number". Is this simply a numbering used for this bid (i.e. 1, 2, 3...)

**Answer 39**

Yes, it can be simple number system.

**Question 40**

RE: Financial Response Template

There appears to be no place for the supplier name, nor a signature. Does PWGSC require that a name and/or signature appear on financial offers, and if so, how do you recommend we add it?

**Answer 40**

A name and/or signature is not required on the Financial Offers.

**Question 41**

RE: Certification Template, Attachment A, Question 3

There is no place for a non-JV bidder to enter the nature (e.g. Corporation) of its business or its PBN. In similar templates for other SO/SAs the first column (in this case JV Member 1 – Lead) is also used for non-JV bidders to enter this information. Does PWGSC require non-JV bidders to provide this information?

**Answer 41**

Yes, non-JV members are required to provide this information, in this case in Attachment A - Bidders Profile in the row Nature of Offerors for the column Joint-Venture (Lead) - Member 1.

**Question 42**

RE: Security Sponsorship

Since a DOS clearance is required at the time of the Standing Offer Issuance for the organization to be considered responsive, and an organization cannot apply for DOS without a sponsor, are you willing to sponsor our organization so we can obtain the necessary DOS clearance. If yes, please provide details on who we should contact so we can commence the application asap.

**Answer 42**

Yes, PWGSC will sponsor a supplier in order to obtain the necessary DOS clearance.

In order to initiate the security sponsorship, your organization is required to request security sponsorship by sending the request via email to the attention of the Offer/Arrangement Authority identified at Component II - Standing Offer and Resulting Contract Clauses, clause 5.1, Standing Offer Authority.

**Question 43**

RE: Technical Evaluation

Is PWGSC evaluating projects at the firm level or at the resource level? Can we include projects that have been completed by our resources under another firm?

**Answer 43**

Evaluations of projects will be at the firm level where the firm is required to meet stated cumulative valued billed services for the stream(s) that the Offeror / Supplier wants to provide services under. Projects that have been completed by resources under another firm will not be considered projects billed by the Offeror / Supplier.

**Question 44**

Please refer to pages 27 and 36, 2) Management of the entire end-to-end development of an eLearning Product. 4th paragraph "...For the purposes of this criteria, the experience must be of the Offeror / Supplier itself .... the experience of the offeror's / supplier's affiliates (...) subcontractors, suppliers or joint-venture member will not be considered.

Could you please provide the rationale for singling this particular criteria out as not being supportable through a joint-venture. As a joint venture, the joint companies work collaboratively as one company. Why would the experience of the JV for a specific program in project management for an end to end eLearning product not be deemed acceptable?

**Answer 44**

For M.2(g)(2), the experience must be of the Offeror / Supplier itself. However, in accordance with M.2.(g)(2), if you are submitting an Offer / Arrangement as a Joint-Venture, only one member of the Joint-Venture must meet M.2(d)(2), which does not have to be the same Joint-Venture member for M.1.

This experience must be from an Offeror / Supplier who is a joint-venture member of the Offer / Arrangement being submitted.

**Question 45**

Please refer to page 112 of 136, 3.6.6.3, A. Multimedia Director. M2 for both criteria are the same. This is inconsistent with all other categories as it relates to the number of years experience required where higher education was attained. Should the years of experience criteria for a candidate who possesses a university degree not be lesser than a candidate who only possesses a secondary school education? Please clarify.

**Answer 45**

See amendment A.16 below.

**Question 46 - Requests for Clarification regarding Attachments to the RFSO / SA document**

There is a great deal of confusion surrounding the attachments as referenced in the subject RFSO/SA. Please provide clarification regarding the following attachments:

**Item 1:**

Please refer to the pg 18 - Part 5 - Certifications 1. Certifications Precedent to Issuance of an Instrument as well as page 46 - this references "Attachment G - Certification Response Template, however, no Attachment G was provided as an Excel template - there was a template labelled Attachment "C" to Component II and Component III Certifications Precedent to Standing Offer and Supply Arrangement Issuance, which was appended to Attachment "A" Bidder Profile (which was referred to as Annex A to Part A Offeror Profile with the excel spreadsheet) and further amended (pursuant to Amend 002). Please confirm that all references to Certifications should be referenced as Attachment C to Component II and Component III Certifications Precedent to Standing Offer and Supply Arrangement Issuance (which is a subset to Attachment A).

**Answer 46 - Item #1**

The Certification Response Template is an electronic template to be used when responding to the Certifications required under Part 5 and Attachment A, Bidders Profile. The attachment "Attachment "C" to Component II and Component III Certifications Precedent to Standing Offer and Supply Arrangement Issuance is amended to relect the appropriate titles.

See amendment A.12 below. The name of the file is LS SOSA Certification Response Template (E) (A006).xls

**Item 2:**

Please refer to page 19 - Attachment A Bidder Profile where it indicates "See Attached Excel Spreadsheet". The excel spreadsheet is entitled "Annex A to Part A Offeror Profile". The footer within that excel spreadsheet indicates "Attachment 1 to Annex F to Section A". Please confirm that the excel spreadsheet should be entitled "Attachment A - Bidder Profile".

**Answer 46 - Item #2**

The Certification Response Template is an electronic template to be used when responding to the Certifications required under Part 5 and Attachment A, Bidders Profile. The attachment "Attachment "C" to Component II and Component III Certifications Precedent to Standing Offer and Supply Arrangement Issuance, which includes "Annex A to Part A Offeror Profile and a footer indicating "Attachment 1 to Annex F to Section A, is amended to relect the appropriate titles.

See amendment A.12 below. The name of the file is LS SOSA Certification Response Template (E) (A006).xls

**Item 3:**

Please refer to page 44 - Attachment E Technical Response Template where it indicates "See Attached Excel Spreadsheet". Attachment E does not exist as an attachment. It would appear that the excel spreadsheet entitled Annex D to Component II and III Suggested Response Template is the spreadsheet to which Attachment E refers. Please confirm that the excel spreadsheet should be entitled "Attachment E".

**Answer 46 - Item #3**

Attachement E, Learning Services Technical Response Template is an electronic template to be used when responding to Attachment B, Standing Offer Technical Evaluation and Attachment C, Supply Arrangement Technical Evaluation. The attachment entitled Annex D to Component II and III Suggested Response Template is amended to reflect the appropriate title.

See amendment A.13 below. The name of the file is Learning Services Technical Response Template (EN) (A006).xls

**Item 4:**

Please refer to page 45 - Attachment F - Financial Response Template where it indicates "See Attached Excel Spreadsheet". Attachment F does not exist as an attachment. It would appear that the excel spreadsheet entitled Annex D in the header for Steams 4 through 8 and those that are not identified for Streams 1 through 3 within that excel spreadsheet are supposed to be entitled Attachment F Financial Response Template - please confirm.

**Answer 46 - Item #4**

Attachment F - Financial Response Template is an electronic template to be used when responding to Attachment D, Standing Offer Financial Evaluation. The attachment entitled Anned D in the header for Streams 4 through 8 is amended to reflect the appropriate title.

See amendment A.14 below. The name of the file is Learning Services Financial Response Template (EN) (A006).xls

**Item 5:**

Please refer to page 127 -Annex D- SO Sample Quarterly Usage Report - this report was not provided as an Annex - Annex "D" is the title of two separate spreadsheets that were provided with the bid documents - Annex "D" to Component II and III: Suggested Response Template (which is referenced in the RFP as Attachment "E" - see above question), and Annex "D" Financial Offer Template (which is referenced in the RFP as Attachment "F" . Please supply the quarterly usage report with proper naming conventions.

**Answer 46 - Item #5**

As a part of the Professional Services National Procurement Strategy, PWGSC is currently working on revising the quaterly reports in order have a common format (with minor variances depending on the professional service) across all methods of supply.

For information purposes, suppliers can view the existing Standing Offer reports at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/ocannexc-soannexc-eng.html>. It is expected that the new report will have similar reporting requirements.

**Item 6:**

Please refer to page 133 of 136 Annex F - Availability Confirmation Form where it indicates see attached excel spreadsheet. There is no excel spreadsheet entitled Annex F. There is an attachment entitled Annex D of Section B - Availability Confirmation Form. Please confirm that this attachment should be entitled Annex F Availability Confirmation Form.

**Answer 46 - Item #6**

See amendment A.15 below.

**Item 7:**

Please refer to page 135 of 136 Annex H - Sample quarterly Usage Report where it indicates see attached excel spreadsheet. There does not appear to be an Annex H within the RFSO/SA document. Please provide a copy of the sample usage report or refer readers to where this document is located with the RFSO/SA

**Answer 46 - Item #7**

As a part of the Professional Services National Procurement Strategy, PWGSC is currently working on revising the quarterly reports in order have a common format (with minor variances depending on the professional service) across all methods of supply.

For information purposes, suppliers can view the existing Supply Arrangement reports at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/saannexc-saannexc-eng.html>. It is expected that the new report will have similar reporting requirements.

**Question 47**

Re Component 1, Part 1, 2.6 Existing Offerors and Suppliers, if an existing offeror provides a certification that they are still technically compliant with specific streams and wish to submit for a stream they were previously not qualified for, can a supplier provide a technical bid for this and only this stream?

**Answer 47**

That is correct.

**SECTION B - AMENDMENT(S) TO SOLICITATION****REASON FOR AMENDMENT**

12. To amend Attachment G - Certification Response Template
13. To amend Attachment E - Technical Response Template
14. To amend Attachment F - Financial Response Template
15. To amend Annex F - Availability Confirmation Form
16. To amend the Multimedia Directory category in Annex A
17. To amend Annex B in order to replace the pre-approved SRCLs specific to Learning Services with new pre-approved SRCL common to PWGSC's Professional Services Standing Offers and Supply Arrangements. The additional pre-approved SRCLs will be made available at a later date.
18. To amend 2. Security Requirement in Part A in Component II - Standing Offer and Resulting Contract Clauses
19. To amend 2. Security Requirement in Part 7A in Component III - Supply Arrangement, Model Bid Solicitation and Resulting Contract Clauses



- A.12 Delete** Attachment G - Certification Response Template in its entirety and **replace** with a new Attachment G - Certificatio Response Template.
- A.13 Delete** Attachment E - Technical Response Template in its entirety and **replace** with a new Attachment E - Technical Response Template.
- A.14 Delete** Attachment F - Financial Response Template in its entirety and **replace** with a new Attachment F - Financial Response Template.
- A.15 Delete** Annex F - Availability Confirmation Form in its entirety and **replace** with a new Annex F - Availability Confirmation Form.
- A.16 Delete** 3.6.6.3 in Annex A - Requirements in its entirety and **replace** with the following:.

3.6.6.3 OCCUPATIONAL MINIMUM MANDATORY QUALIFICATIONS

**A. MULTIMEDIA DIRECTOR**

No.	Description of Criteria
<b>M.1</b>	Must have a University degree (in any field) or College diploma (in any field).
<b>M.2</b>	Must have a minimum of one (1) year of experience within the last six (6) years as a Multimedia Director.

**OR**

No.	Description of Criteria
<b>M.1</b>	Must have a Secondary School diploma.
<b>M.2</b>	Must have a minimum of three (3) years of experience within the last six (6) years as Multimedia Director.

- A.17 Delete** Annex B - Generic Security Requirement Check Lists in its entirety and **replace** with a new Attachment B - Security Requirement Check List
- A.18 Delete** 2. Security Requirement in Part A in Component II - Standing Offer and Resulting Contract Clauses in its entirety and **replace** with the following:

**2. Security Requirement**

- a. The Offeror must hold, at minimum, a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD) as specified below, in order to remain an Offeror. The Standing Offer Authority may verify the Offeror's security clearance with the CISD of PWGSC at any time during the period of the Standing Offer.

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

**PWGSC FILE # Common-PS-SRCL#6**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
  - (b) Industrial Security Manual (Latest Edition).
- b. The requirements to be procured under this Standing Offer are subject to the requirements identified in the Security Requirement Check Lists (SRCL's) identified in each individual Call-up. Additional security checks may be conducted by the Identified User in respect of each Call-up. PWGSC may at any time add additional pre-approved SRCLs.

These generic SRCLs may not meet the needs of some Identified Users for some requirements; in such cases, a unique SRCL fully describing the security requirements will be included in the documentation associated with that individual call-up.

- c. In the case of a joint venture, for any given Call-up the highest level of corporate security attainable through CISD or PWGSC is the lowest level held by any single member of the joint venture. For example, a joint venture with five (5) members is comprised of four (4) members holding a valid Facility Security Clearance (FSC) at the Secret level and one member holding a valid Designated Organizational Screening (DOS). The highest corporate security level for which the joint venture would be considered under this Standing Offer would be DOS, until such time as the member holding a valid DOS clearance has requested sponsorship via the Standing Offer Authority and obtained a valid FSC at the Secret level as issued by CISD.

**A.19 Delete** 2. Security Requirement in Part 7A in Component III - Supply Arrangement, Model Bid Solicitation and Resulting Contract Clauses in its entirety and **replace** with the following:

## **2. Security Requirement**

- a. The requirements to be procured under this Supply Arrangement may be subject to security requirements. Each Contract will identify which SRCL will apply to that contract.
- b. PWGSC has put in place a number of pre-approved Security Requirement Check Lists (SRCL), which PWGSC anticipates will satisfy most security requirements associated with individual requirements, and may be referred to, as required, in an individual contract

awarded under the Supply Arrangement framework. PWGSC may at any time add additional pre-approved SRCLs.

- c. These pre-approved SRCLs may not meet the needs of some Identified Users for some requirements; in such cases, a unique SRCL fully describing the security requirements will be included in the documentation associated with that individual contract.
- d. **The Supplier must hold the following minimum security requirement in order to remain a Supplier. The Supply Arrangement Authority may verify the Supplier's security clearance with the Canadian Industrial Security Directorate (CISD), PWGSC at any time during the life of the Supply Arrangement.**

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

##### **PWGSC FILE # Common-PS-SRCL#6**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
  2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
  3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
  4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
  5. The Contractor/Offeror must comply with the provisions of the:
    - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
    - (b) Industrial Security Manual (Latest Edition).
- e. In the case of Joint Ventures or Amalgamations, the highest level of corporate security attainable through CISD of PWGSC is the lowest level held by any single member of the JV or amalgamation. For example: a Joint Venture with five (5) members is comprised of four members holding a valid Facility Security Clearance (FSC) at the Secret level and one member holding a valid Designated Organization Screening (DOS). The highest corporate security level for which the Joint Venture would be considered under this SA framework would be DOS, until such time as the member holding a valid DOS clearance has requested sponsorship via the Supply Arrangement Authority and obtained a valid FSC at the secret level issued by CISD.
  - f. Additional security checks may be conducted by the Identified User.

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**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

Solicitation No. - N° de l'invitation

E60ZH-070003/C

Amd. No. - N° de la modif.

006

Buyer ID - Id de l'acheteur

103zh

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

E60ZH-070003

File No. - N° du dossier

103zhE60ZH-070003

CCC No./N° CCC - FMS No/ N° VME

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## NOTICE TO BIDDERS

Any Bid already submitted may be amended prior to the closing date specified at page 1 of this solicitation. Any amending correspondence should be addressed to the Bid Receiving Unit, at the address indicated on the solicitation, and the envelope should bear a reference to the solicitation number and the closing date.



## Annex F - Availability Confirmation Form

for

Call-ups Against a Standing Offer

for

Learning Services

required by

[Insert Identified User]

This Availability Confirmation Form (ACF) is being used to require an Offeror to submit the résumé(s) of a consultant(s) to be provided upon the issuance of a Call-up.

Up to a maximum of [insert number] résumé(s) will be evaluated per Offeror submission. Resumes above the maximum will not be evaluated. **If by error more than the maximum allowable resumes are submitted, resume(s) to be reviewed will be determined by alphabetical order based on candidate's last name unless an order of preference is given by the Offeror.**

Using the right of first refusal, should there be multiple compliant bids from companies with the same ranking, the call up will be awarded according to the following methodology: [insert method]

This ACF constitutes a response, when completed by an Offeror and provided to the call-up Authority listed below. All terms and conditions of the Learning Services SO under which the requirement falls apply & are incorporated into this ACF by reference.

Availability Confirmation Form	
Date of Issuance: [YYYY-MM-DD]	Identified user: _____
ACF Form No (Optional): _____	Identified User Reference No.: _____
SO No.: _____	
This requirement is subject to Defence Production Yes [ ] No [ ]	
This requirement is set-aside for aboriginal suppliers only Yes [ ] No [ ]	
<b>A GENERAL INFORMATION</b>	
<b>1. Response Requirements</b>	
<b>a. Response Due Date</b>  Offeror's response to this ACF must be received by the Call-up Authority identified at Block 1b no later than:  _____ [AM/PM] [Time Zone]  of the following date:  _____ [YYYY-MM-DD]	<b>b. Response/Enquiries must <u>only</u> be directed to:</b>  i. Name of Call-up Authority: [Insert Name]  ii. Address: [Insert address]  iii. Telephone No: [Insert]  iv. Response is to be sent via: (select method) Hardcopy [ ] Softcopy [ ] Fax: [(xxx) xxx-xxxx] E-mail: [xxxxxxx@xxxx.xxx.xxx]
<b>B REQUIREMENT SUMMARY</b> [This entire section must to be filled for every requirement]	
<b>1. Statement of Work (SOW)</b>	
<b>OPTION 1 – ATTACH SOW</b>	



## OPTION 2 – INSERT AS PER BELOW

### 1.1 BACKGROUND

[Insert details]

### 1.2 SCOPE OF WORK

[Insert details]

### 1.3 TECHNICAL ENVIRONMENT

[Insert details]

### 1.4 DELIVERABLES

[Insert details]

### 1.5 REPORTING REQUIREMENTS [If applicable]

The Offeror will provide the following reports to the Contracting Authority at the following times:

[Describe any reporting obligations and deadlines for submitting the reports as they will apply to the resulting Contract]

2a. Basis of Payment		2b. Method of Payment	
<input type="checkbox"/> Firm Price Call-up or <input type="checkbox"/> Firm Daily Price or <input type="checkbox"/> Ceiling Price \$_____ or <input type="checkbox"/> Limitation of Expenditures \$_____		<input type="checkbox"/> Monthly (For ceiling price and limitation of expenditure basis of payment) <input type="checkbox"/> Single Payment (for all Basis of Payment) <input type="checkbox"/> Milestone Payments (for firm price basis of payment)	
3. CONTRACT PERIOD			
a. Contract Period	From:	To:	
<b>b. Option to Extend the Contract</b> <i>[If applicable, blanks must be completed]</i>	The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to ____ additional ____ - [week/month/year] period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.  Canada may exercise this option at any time by sending a written notice to the Contractor at least ____ calendar days before the expiry date of the Contract. The option may only be exercised by the Call-Up Authority and must be evidenced through a contract amendment.		
<b>c. Optional Work</b> <i>[If applicable, blanks must be completed]</i>			
<b>d. Optional Volume</b> <i>[If applicable, blanks must be completed]</i>			



4. Consultant Categories Required; in accordance with Learning Services SO Annex A "Requirement"				
Consultant Category	Level of Expertise	Language requirement for Consultant Category [if bilingual is required, check both English and French]	Estimated Level of Effort [must be determined by identified User at Availability Confirmation Form issuance]	Number of Resources
[insert rows as required]		[ ] French [ ] English		
5. Work Location		Contractor's location: [ ] Other [ ] (specify):		
6. Indicate Region or Sub-Region				
7. Travel Requirements				
8. Security Requirement - There is a Security Requirement associated with this requirement.				
Generic Learning Services SO SRCL applies:		[ ] Yes	[ ] No	
PWGSC File #: [See <b>Annex "B"</b> of Learning Services SO for all CISD approved Generic Security Requirements which includes SRCLs and related clauses]		[ ] Common PS SRCL#1	[ ] Common PS SRCL#17	
		[ ] Common PS SRCL#2	[ ] Common PS SRCL#18	
		[ ] Common PS SRCL#3	[ ] Common PS SRCL#19	
		[ ] Common PS SRCL#4	[ ] Common PS SRCL#20	
		[ ] Common PS SRCL#5	[ ] Common PS SRCL#21	
		[ ] Common PS SRCL#6	[ ] Common PS SRCL#22	
		[ ] Common PS SRCL#7	[ ] Common PS SRCL#23	
		[ ] Common PS SRCL#8	[ ] Common PS SRCL#24	
		[ ] Common PS SRCL#9	[ ] Common PS SRCL#25	
		[ ] Common PS SRCL#10	[ ] Common PS SRCL#26	
		[ ] Common PS SRCL#11	[ ] Common PS SRCL#27	
		[ ] Common PS SRCL#12	[ ] Common PS SRCL#28	
		[ ] Common PS SRCL#13	[ ] Common PS SRCL#29	
		[ ] Common PS SRCL#14	[ ] Common PS SRCL#30	
		[ ] Common PS SRCL#15	[ ] Common PS SRCL#31	
		[ ] Common PS SRCL#16		
		Required Organizational Security Screening	[ ] DOS	[ ] FSC
Required Consultant Security Screening	[ ] Reliability Status	[ ] Secret	[ ] Top Secret	
Controlled Goods	[ ] Yes [ ] No			
<b>C OFFEROR'S RESPONSE INFORMATION [This section must to be filled for every requirement]</b>				
[It is mandatory that the following information be provided by the Offeror:]				
1. Offeror's signature and contact information:				
Name of Offeror: _____				
Name of Authorized Signatory of Offeror _____				
Title of Authorized Signatory of Offeror _____				



Signature of Offeror \_\_\_\_\_

Date of Signature of Offeror \_\_\_\_\_

The Offeror has identified the following individual as their representative for administrative matters relating to the Contract in accordance with the So.

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

The Offeror has identified the following individual as their representative for technical matters relating to the Contract, in accordance with the So.

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Education and Experience

The Offeror 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 Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual proposed by the Offeror for the requirement is capable of performing the Work described in the resulting contract.

### 2. Where indicated as such below, it is mandatory that the following information be provided by the Offeror for each proposed consultant [attach extra sheets as necessary]:

#### Security Information: [Offeror to insert data]

Name of individual as it appears on security clearance application form - **MANDATORY**

Date of birth – **OPTIONAL**

Level of security clearance obtained – **MANDATORY**

Validity period of security clearance obtained – **MANDATORY**

Security Screening Certificate and Briefing Form file number – **MANDATORY**

Name of the entity under which the security clearance was obtained – **MANDATORY**

If the security clearance is in the process, the date the application was submitted to CISC with the level of security clearance requested. – **OPTIONAL**

### 3. The Offeror :

[ ] Is submitting a response to this ACF.

[ ] Is not submitting a response to this ACF for the following reason:

[ ] No qualified consultant is available [Offeror to provide explanation] : \_\_\_\_\_

[ ] Not in best interest of company [Offeror to provide explanation]: \_\_\_\_\_

[ ] Potential Conflict of Interest exists [Offeror to provide explanation]: \_\_\_\_\_





[ ] Other: [Offeror to provide explanation]: \_\_\_\_\_

**4. The Offeror's per diem rates for the proposed Consultant Categories are as follows:**

**CONTRACT PERIOD:**

[Insert additional rows as required]			Contract Period [Date of Contract to YYYY-MM-DD]		
	(B)	(C)	(D)	(E)	(F)
Consultant Category	Level of Expertise	Name of Proposed Consultant	Number of Days	Firm per diem rate	Total Cost [DxE]
				\$	\$
				\$	\$
				\$	\$
Total Estimated Cost:					\$ [TBD]

**OPTIONAL WORK:** [if applicable, otherwise please delete table]

[Insert additional rows as required]					
	(B)	(C)	(D)	(E)	(F)
Consultant Category	Level of Expertise	Name of Proposed Consultant	Number of Days	Firm per diem rate	Total Cost [DxE]
				\$	\$
				\$	\$
				\$	\$
Total Estimated Cost:					\$ [TBD]

**OPTIONAL VOLUME:** [if applicable, otherwise please delete table]

[Insert additional rows as required]					
	(B)	(C)	(D)	(E)	(F)
Consultant Category	Level of Expertise	Name of Proposed Consultant	Number of Days	Firm per diem rate	Total Cost [DxE]
				\$	\$
				\$	\$
				\$	\$
Total Estimated Cost:					\$ [TBD]

**OPTIONAL CONTRACT PERIOD:** [if applicable, otherwise please delete table]

[Insert additional rows as required]			Optional contract Period [YYYY-MM-DD to YYYY-MM-DD]		
	(B)	(C)	(D)	(E)	(F)
Consultant Category	Level of Expertise	Name of Proposed Consultant	Number of Days	Firm per diem rate	Total Cost [DxE]
				\$	\$



				\$	\$
				\$	\$
Total Estimated Cost:					\$ [TBD]