



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS A :**

**Bid Receiving/Réception des soumissions:**

**RCMP E Division HQ  
Procurement and Contracting  
BID RECEIVING – Front Desk  
14200 Green Timbers  
Surrey, BC V3T 6P3  
Attn: Tian Lam**

## REQUEST FOR STANDING OFFER

## DEMANDE DE OFFRE À COMMANDES

Proposal to: Royal Canadian Mounted Police

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> English Language Training Services		<b>Date</b> July 24, 2014
<b>Solicitation No. – N° de l’invitation</b> M2989-4-0056		
<b>Client Reference No. - No. De Référence du Client</b> NA		
<b>Solicitation Closes – L’invitation prend fin</b>		
<b>At /à :</b>	<b>2 :00pm</b>	PDT (Pacific Daylight Time) HAP (heure avancée du Pacifique)
<b>On / le :</b>	<b>September 3, 2014</b>	
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Tian Lam A/Senior Procurement Officer Procurement and Contracting Unit – RCMP Email: tian.lam@rcmp-grc.gc.ca		
<b>Telephone No. – No. de téléphone</b> 778-290-2776		<b>Facsimile No. – No. de télécopieur</b> 778-290-6110

<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes	
<b>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)</b>	
<b>Signature</b>	<b>Date</b>



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## **TITLE: ENGLISH LANGUAGE TRAINING SERVICES**

### **PART 1 - GENERAL INFORMATION**

#### **1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 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, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

#### **2. Summary**

The purpose of this contract is to provide the delivery of on-site English language training to newly engaged members and eligible employees of the Royal Canadian Mounted Police. These employees have a requirement to attain the language proficiency level of A, B, or C as set by the Treasury Board of Canada, Secretariat.

The period of the resulting contract will be for a 2 year period with the option to extend for another two one-year periods.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer.

For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO)."

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), and the Agreement on Internal Trade (AIT).



### 3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

### 4. Debriefings

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 [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2014-03-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Section 01, Integrity Provisions - Offer of 2006 referenced above is amended as follows:  
Delete subsection 1.4 and 1.5 in their entirety.

Section 05, Submission of Offers, Subsection 5.4 of of 2006 referenced above, is amended as follows:  
Delete: sixty (60) days  
Insert: ninety (90) days

Section 05, Submission of Offers, Subsection 2d, of 2006 referenced above is amended as follows:  
Delete: in its entirety  
Insert: send its bid only to Royal Canadian Mounted Police (GRC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation.

Section 06, Late Offers, of 2006 referenced above is amended as follows:  
Delete: PWGSC  
Insert: RCMP

Section 07, Delayed Offers, of 2006 referenced above Subsection 2 is amended as follows:  
Delete: PWGSC  
Insert: RCMP

Section 08, Transmission by Facsimile, of 2006 referenced above is amended as follows:  
Delete: in its entirety.

Section 20, Further Information, of 2006 referenced above is amended as follows:



Delete: in its entirety

## 2. Submission of Offers

Offers must be submitted only to the RCMP E Division Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

**Due to the nature of the Request for Standing Offer, offers transmitted electronically (by facsimile or email) to the RCMP will not be accepted. Only hard copies will be accepted for review and evaluation.**

**NOTE TO OFFERORS:** It is recommended that you use the mailing label found on the last page of the solicitation documents and affix it securely to the outside of the envelope or package containing your bid proposal. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

## 3. Former Public Servant

Contracts awarded to 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 awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

### 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 a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the



Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

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

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 Applicable Taxes.

#### **4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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 question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## **5. 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.

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 (three (3) hard copies) (and one (1) soft copy on DVD/CD)

Section II: Financial Offer (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 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 Applicable Taxes must be shown separately.

**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**

**1.1.1 Mandatory Technical Criteria**

The Offeror must comply with the following Mandatory Requirements. Any proposal that fails to meet the following Mandatory Requirements will be deemed non-compliant and will not be given further consideration. The following mandatory criteria will be used in evaluating the proposals:

<b>MANDATORY Technical Criteria</b>				
Description		Pass/Fail?		Where in your proposal is this information?
		Pass	Fail	
1.	The Offeror must provide valid proof of certification for the instructor(s). Either one of the following certification is acceptable (a photocopy of the certificate/diploma must be submitted): a) Must have a teacher's certificate awarded by an accredited institute. b) Must hold a university degree in any other field AND must have completed a minimum of 1000 hours of teaching English as a second language to adults, in groups or individual lessons. c) Must hold a post-secondary diploma AND must have TESL diploma with a minimum of 1500 hours of teaching English as a second language to adults.			
2.	The Offeror must demonstrate that they have a minimum three (3) years of recent experience in English second Language training for adults in Canada.			
3.	The Offeror must demonstrate that the instructor(s) have a minimum three (3) years of recent experience in second language evaluation/assessment report for adults. The Offeror must provide a sample of a student's second language evaluation/assessment report.			
4.	The Offeror must demonstrate that the instructor(s) have a minimum of one (1) year experience in creating			



	lesson plans for adults.			
5.	The Offeror must demonstrate that the instructor(s) have experience in delivering English second language training in reading, writing, listening, and oral interaction for adults. The Offeror must provide a sample lesson plan for reading, writing, listening and oral interaction directed to adult education.			
6.	The Offeror must demonstrate that the instructor(s) have experience in creating the following reports: a) Final Report b) Learner's Progress Report The Offeror must provide a sample final report and a sample learner's progress report.			
7.	At offer submission, the Offeror must demonstrate that they are compliant with all the requirements listed in the Statement of Work.			

### 1.1.2 Point Rated Technical Criteria

POINT-RATED Technical Criteria				
Description	Points		Where in your proposal is this information?	
	Max Score	Your Score		
1. <b>Demonstrated Understanding</b> Include a written narrative as to what you understand about the requirements. Demonstrate in your own words what you understand the general and specific requirements of the work are.	10			
2. <b>Proposed Approach &amp; Methodology</b> Describe your approach and methodology of fulfilling the requirements. (5 points) Describe your knowledge and understanding of the second language training concepts and application of adult-learning theories (5 points)	10			
3. <b>English as a Second Language Training Experience</b> Describe two examples where similar training services as the outlined requirement have been provided over the past three (3) years. For each example, indicate: a) name of client organization; b) period of service being delivered (m/y to m/y); c) number of individual and group training; d) describe the learning approach and methodology being applied.	12			
4. <b>Experience of conducting English language evaluation &amp; assessments</b> Provide a minimum of one example for each of the following assessments: a) placement test; b) written test; c) oral interaction	6			



5.	<b>Experience in creating reports</b> Provide one (1) example for each of the following reports (3 reports in total): a) Second language evaluation/assessment report; b) Learner's progress report; c) Final report	6		
6.	<b>References</b> Provide two (2) separate references related to the work experience in English second language training. Indicate reference's name, organization, position, service delivery time (month/year to month/year), contact numbers and optional email address.	6		
7.	<b>Adult Teaching</b> Describe experience in teaching English as a second language to adults and adapting activities to different learning styles.	10		
	<b>Total</b>	60		

## 1.2 Financial Evaluation

### 1.2.1 Mandatory Financial Criteria

Offerors must submit a Financial Offer in accordance with Annex "B" Basis of Payment.

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The course rates in Annex "B" Basis of Payment will be the prices used for evaluation. Once the contract has been awarded they will become part of the standing offer once awarded. All prices do not include GST/HST.

## 2. Basis of Selection

1. To be declared responsive, an offer must:
  - a. comply with all the requirements of the request for standing offer; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 70% (or 42 points) for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 60 points.

2. Offers not meeting "(a) or (b) or (c)" will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30% for the price.



4. To establish the technical merit score, the overall technical score for each responsive offer will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive offer obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted.
8. For each identified region, up to three offerors could be considered for issuance of a standing offer. An accepted bid must be compliant with section 2.1 above and be ranked at the three highest combined rating of an identified region.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
<b>Calculations Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	1st	3rd	2nd

**PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.



The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

## **1. Status and Availability of Resources**

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

### **1.1 Education and Experience A3010T (2010-08-16)**

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. Certifications Required Precedent to Issuance of a Standing Offer and Certifications Required with the Offer**

### **2.1 Certifications Required Precedent to Issuance of a Standing Offer**

### **2.2 Integrity Provisions - Associated Information**

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### **2.3 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada-Labour's website.



Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### 3. **Certifications Required with the Offer**

The Offerors must submit the following duly completed certifications with their offer.

- a) The certificate(s)/diploma(s) as described in section 1.1.1 Mandatory Technical Criteria

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### 1. **Security Requirement**

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, offerors should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### A. **STANDING OFFER**

#### 1. **Offer**

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### 2. **Security Requirement**

2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

Before issuance of a standing offer, the following conditions must be met:

- a) All contractors and their personnel working under the resulting contract must be capable of obtaining a security clearance level of RCMP Reliability Status. The successful contractor will be required to provide the names of all persons proposed to carry out the work. All contractors and



their personnel will be required upon request from an RCMP delegate to supply pertinent personal information to ensure the successful completion of the security clearance process.

- b) Canada will not delay the issuance of any standing offer to allow offerors to obtain the required clearance.

## **2.2 Periodic Usage Reports - Standing Offer**

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, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than ten (10) calendar days after the end of the reporting period.

## **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 [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

### **3.1 General Conditions**

2005 (2014-03-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

## **4. Term of Standing Offer**

### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the date of the issuance of the Standing Offer ending two (2) years later.

### **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 two (2) consecutive one (1) year periods 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 at least fifteen (15) calendar 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:

Name: Tian Lam  
Title: A/Senior Procurement Officer  
Organization: RCMP E Division  
Address: MS#909 - 14200 Green Timbers Way, Surrey, BC, V3T 6P3

Telephone: 778-290-2776  
Facsimile: 778-290-6110  
E-mail address: [tian.lam@rcmp-grc.gc.ca](mailto:tian.lam@rcmp-grc.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**

The Project Authority for the Standing Offer is:

Name: **TBD**  
Title: **TBD**  
Organization: **TBD**  
Address: **TBD**  
Telephone: **TBD**  
Facsimile: **TBD**  
E-mail address: **TBD**

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

### **5.3 Offeror's Representative**

**TBD**

## **6. Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported



on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## **7. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: the Official Languages Coordinator for RCMP E Division or any one acting in that capacity.

## **8. Call-up Procedures**

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

## **9. Call-up Instrument**

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

## **10. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

Individual requirements exceeding the above amounts of \$10,000.00 CDN (Goods and Services Tax or Harmonized Sales Tax included, must be submitted to RCMP E Division Procurement and Contracting Unit for review and approval. Requirements shall not be broken into a number of call-ups for the purpose of requisitioning pursuant to the standing offer.

## **11. Financial Limitation - total**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ CDN (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 3 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.

## **12. 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.



- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-03-01), General Conditions - Standing Offers - Goods or Services)
- d) the general conditions 2010C (2014-03-01);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

### **13. Certifications**

#### **13.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if 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.

#### **13.2 Federal Contractors Program for Employment Equity - Setting aside**

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

### **14. 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.

### **15. Status and Availability of Resources**

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority,



provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

## **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 Requirement**

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 (2014-03-01), 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. Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

### **5. Payment**

#### **5.1 Basis of Payment**

The Contractor will be paid in accordance with Annex "B" Basis of Payment.

#### **5.2 Limitation of Price**

*SACC Manual* clause C6000C (2013-04-15) Limitation of Price

#### **5.3 Single Payment**

*SACC Manual* clause H1000C (2008-05-12) Single Payment

### **6. Invoicing Instructions**



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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

one (1) copy must be forwarded to the Contracting Authority.

## 7. Insurance

*SACC Manual* clause G1005C (2008-05-12) Insurance



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## ANNEX "A"

### STATEMENT OF WORK

#### English Language Training Services

##### 1.0 Background

The RCMP Pacific region has a requirement for on-site English second language training services for newly engaged francophone members and eligible employees of the RCMP throughout the Pacific Region, which includes British Columbia and Yukon, as per the needs of the RCMP.

Specific cities will be determined by the Official Languages Unit (OLU) based on the RCMP's operational needs and therefore may vary.

##### 2.0 Objective

To enable RCMP employees to maintain and/or improve their second language skills in reading, writing and oral interaction as set by the Treasury Board of Canada, Secretariat.

##### 3.0 Description of the Requirement

The purpose of this contract is to provide the delivery of on-site English language training to newly engaged members and eligible employees of the RCMP.  
These employees have a requirement to attain the language proficiency level of A, B, or C.

A description of second language proficiency levels can be found at:  
<http://www.tbs-sct.gc.ca/gui/squn03-eng.asp>.

Possible locations for language training will be:

- A) Lower Mainland / Fraser Valley:
  - A1. Vancouver City and/ or Downtown Vancouver:
  - A2. Surrey
  - A2. Chilliwack
  - A3. Richmond
  
- B) Vancouver Island:
  - B1. Victoria
  - B2. Nanaimo
  
- C) Southeast District:
  - C1. Kamloops
  - C2. Kelowna
  
- D) North District:
  - D1. Prince George
  
- E) Yukon:
  - E1. Whitehorse

##### 4.0 Scope of the Requirement



Group training will be comprised of a maximum of eight (8) learners. The group will be composed of learners whose knowledge of the English language is at approximately the same level.

Group training and one-on-one tutoring will be conducted in designated rooms at the RCMP's facilities.

The Contractor shall evaluate the second language proficiency level of each learner and develop a learning plan adapted to the specific needs of each learner. The learning plans shall also reflect the number of hours required for each participant to reach (a) the BBB and (b) the CBC level. The results of the evaluation and the learning plans will be forwarded to the Project Authority no later than five (5) business days after the end of the first week of language training.

Subsequent evaluations will take place at set times during each phase of the language training program and/or at the request of the Project Authority. These evaluations will include, but not limited to, assessments of learners' progress and determining if learners are ready to undergo the Public Service Commission (PSC) formal Second Language Evaluation (SLE) tests.

Start dates, employee information and names for each group will be provided by the Project Authority five (5) business days prior to the beginning of language training. The Project Authority can add new students or amend number of students to existing groups if deemed necessary.

## **5.0 Contract**

The language training services will be performed on an "as and when requested" basis with the full knowledge and approval of the Project Authority.

## **6.0 Required Services and Responsibilities**

The Contractor will provide the following services as part of the English Second Language Training Services:

- 6.1 Develop the course content and plan for the English language training course for the language proficiency of BBC and CBC as set by the Treasury Board of Canada, Secretariat, in reading, writing and oral interaction.
- 6.2 Adapt the course content and activities to the reality of RCMP members and to the needs of each learner. Information about the RCMP can be found on our Web site: [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca).
- 6.3 Provide the Project Authority with a detailed lesson plan for comments and approval which includes but is not limited to the course objectives, methods of delivery of the curriculum, time allotted to the theory and application of the theory, as well as proposed due dates for learner progress tests.
- 6.4 Assess the learners through the Contractor's own second language evaluation tool that is in accordance with Government of Canada guidelines which can be viewed at: <http://www.psc-cfp.gc.ca/ppc-cpp/sle-els/index-fra.htm>.
- 6.5 Provide for each learner a detailed second language training plan that has been developed in cooperation with the learner, approved by the Project Authority.

## **7.0 Technical Resource Categories**



## 7.1 Teachers

The teachers shall be responsible for the course preparation and the course delivery of language training. They shall develop and present learning activities and content adapted to the reality of RCMP members and its employees, and to the specific needs of each learner. The teachers must be able to assess each learner's progress on a regular basis and immediately inform the Project Authority of any changes in that progress.

## 7.2 Asset Qualifications:

It would be an asset for the teacher to be able to communicate efficiently in both official languages.

## 7.3 Replacement of Teachers

The Contractor cannot provide the services of a proposed teacher before receiving the written approval from the Project Authority.

## 8.0 Performance Standards and Quality Measurement

The Contractor shall supervise and support its employees, and make necessary changes if the quality of teaching is not at the desired level. It is also the responsibility of the Contractor to make sure the learners are progressing at what is deemed to be an expected pace and to immediately inform the Project Authority of any concern regarding the learning and progress of the learners. The Contractor shall resolve all complaints from participants and immediately inform the Project Authority and the Contract Authority of such complaints. The Project Authority may visit the group while in class, periodically at his/her discretion. If at any time the Project Authority judges that the quality of services is unsatisfactory, the Contractor will be expected to resolve any performance issues with its employees. The Project Authority will inform the Contractor, who will be responsible for taking appropriate action should the performance or progress of a particular teacher be deemed (in the exclusive opinion of the Project Authority) to be inadequate. The costs related to any such actions will be borne by the Contractor.

## 9.0 Testing

Second language evaluations provided by the Contractor will be administered for each learner when the Official Languages Unit (OLU) or Contractor judge necessary in order to determine the achieved level of proficiency and readiness to undergo the PSC SLE reading, writing, and oral interaction tests. Test results will be provided to the Project Authority within forty-eight (48) hours of each learner's assessment. Each formal request for PSC SLE testing must be approved by the Project Authority before its submission.

## 10.0 Approach, Methodology and Material

- 10.1 For all language training sessions, the Contractor will deliver English second language training based on the communicative approach.
- 10.2 The Contractor shall deliver a program designed to teach level C requirements as defined in the Treasury Board of Canada Secretariat's standards of general proficiency. A description of level C requirements of the Treasury Board of Canada Secretariat's standards of general proficiency can be found on the Internet: <http://www.tbs-sct.gc.ca/gui/squn03-eng.asp>.
- 10.3 All other proposed course material (textbooks, workbooks, etc.) shall be pre-approved for content by the Project Authority.



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- 10.4 The provision and cost of workbooks, written exercises and all other educational material required for each student will be the responsibility of the Project Authority.
- 10.5 All testing procedures must be in accordance with Government of Canada guidelines or previously approved by the Project Authority.
- 10.6 All training material and testing procedures will be submitted to the Project Authority of the Pacific Region for approval ten (10) business days prior the beginning of language training. The Project Authority will review training material and send a written approval or ask for modifications five (5) days prior to the beginning of language training.
- 11.0 Deliverables**
- 11.1 **Attendance Reports:** Weekly attendance reports for each learner will include the number of hours of instruction received and will be signed by the learner. The reports will be prepared by the Contractor and submitted to the Project Authority and the learners' Detachment Commander or designate. The Project Authority will provide to the Contractor a complete list of names and email addresses and will keep that list up to date.
- 11.2 **Learners Progress Reports:** Progress reports noting strengths, weaknesses, and recommendations for improvement will be prepared by the Contractor on a schedule to be mutually agreed upon by the Contractor and the Project Authority. The purpose of these reports will be to evaluate the learners' progress vis-à-vis the objectives. These reports will be provided to the Project Authority for monitoring purposes. A learning progress/recommendation report will also be provided. This report will include an assessment of each learner's performance as well as second language training recommendations based on progress in class and/or the results of second language evaluation tests.
- 11.3 **Interim Reports:** A summary report of all training provided, activities and statistics will be submitted at intervals as determined by the Project Authority.
- 11.4 **Final Report:** A summary report of all training provided, activities and statistics and recommendations for changes and/or improvements will be provided to the Project Authority at the completion of the contract period.
- 11.5 **Contractor Evaluation Reports:** The Contractor is responsible for providing Course Evaluation packages to each learner. The evaluation shall provide relevant feedback and address but not be limited to the following items: the teachers' performance, the clarity of course objectives, the course preparation, the achievement of the objectives of the course, the capacity of the teachers to adapt the course to meet the needs of the group and the quality and adequacy of the course material. These must be completed by each learner, signed and submitted to the Project Authority no later than five (5) business days after the end of the contract.
- 11.6 **Course Objectives, Training Plan and Weekly Schedule:** The Contractor shall provide the Project Authority with a detailed training schedule for the group which includes the course objectives, methods of delivery of the curriculum leading to the successful completion of each phase, as well as proposed time lines for learner progress. The Project Authority may request the submission of the weekly schedule at any time.



11.7 **Learning Plan:** The Contractor must create a learning plan for each learner. The learning plan must include:

- the objectives to be met;
- the strategies and recommendations to meet these objectives;
- the number of hours required to meet the objectives;
- established training and learning stages which will be formally assessed at a specific date; and,
- progress reports.

## 12.0 **Class or Course Cancellations**

- 12.1 Following commencement of any course, group classes can be cancelled by the RCMP with a minimum of a twenty-four (24) hours advance notice.
- 12.2 Invoices must be adjusted accordingly to reflect hours not delivered. There shall be no charge to the RCMP for such a cancellation or rescheduling if in accordance with time limits specified in section 12.1.
- 12.3 No training will occur on statutory holidays. Invoices must be adjusted accordingly to reflect hours not delivered.
- 12.4 The RCMP reserves the right to withdraw one or all the students from a course when deemed necessary either before or after the course has started.

## 13.0 **Reporting and Communication**

In addition to the submission of all deliverables and fulfillment of obligations specified within the contract, it is the responsibility of the Contractor to facilitate and maintain regular communication with the RCMP. Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations. Communication may be by telephone, electronic mail, fax, mail/courier service, and in meetings. In addition, the Contractor is to immediately notify the Project Authority and the Contract Authority of the RCMP of any issues, problems, or area of concern in relation to any work completed under the contract, as they arise.

The Contractor must respond to all emails and telephone calls within 48 hours.



**ANNEX "B"**

**BASIS OF PAYMENT**

For the initial period of the contract and any extension thereof, the Contractor will be paid in accordance with the Basis of Payment, in accordance with the following:

**1. Firm Rates**

The Contractor is required to submit **firm all-inclusive hourly rates** that will apply for the entire period of the contract, GST/HST extra. Please indicate hourly rates of the location(s) you are able to deliver the services.

Hourly rate for the following Regions:

Hourly Rate:

A) Lower Mainland/ Fraser Valley:

A1) Vancouver City and/ or Downtown Vancouver: \$\_\_\_\_\_/hr

A2) Surrey: \$\_\_\_\_\_/hr

A3) Richmond: \$\_\_\_\_\_/hr

A4) Chilliwack: \$\_\_\_\_\_/hr

B) Vancouver Island

B1) Victoria: \$\_\_\_\_\_/hr

B2) Nanaimo: \$\_\_\_\_\_/hr

C) Southeast District

C1) Kamloops \$\_\_\_\_\_/hr

C2) Kelowna \$\_\_\_\_\_/hr

D) North District

D1) Prince George \$\_\_\_\_\_/hr

E) Yukon

E1) Whitehorse \$\_\_\_\_\_/hr

**Total Bid Price (Sum of A1, A2, A3, A4, B1, B2, C1, C2, D1, E1) \$\_\_\_\_\_/hr**

**2. Miscellaneous Direct Expenses and Traveling Time:**

- 1) The firm all inclusive rates specified are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent traveling to locations. Accordingly, separate billing of any items related to the routine cost of doing business or time spent traveling shall not be permitted under any resulting contract.

**3. Travel and Living:**

- 1) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of any resulting contract.



- 2) Travel and Living expenses are included in the firm hourly rates.



**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

N 2014 1111 1919



Government of Canada  
Gouvernement du Canada

DSS ID #726

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	RCMP "E" & "M" Divisions	2. Branch or Directorate / Direction générale ou Direction HRB DRS Official Languages Unit
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Requirement for an on-site English second language instructor to provide language training services for newly engaged francophone members and eligible employees of the RCMP throughout the Pacific Region, which includes British Columbia and Yukon. Refer to RFSO for details of locations.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |                                                                             |                                                                 |                                                     |                                                                  |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |                                                                 |                                                     |                                                                  |

Special comments: RCMP Reliability Status  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
Non  Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
Non  Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No  Yes  
Non  Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No  Yes  
Non  Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No  Yes  
Non  Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
------------------------------------------------------





Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées) E. Debbie PERSAUD	Title - Titre A/Official Languages Coordinator	Signature <i>E.D. Persaud</i>
Telephone No. - N° de téléphone 778-290-3273	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel debbie.persaud@rcmp-grc.gc.ca
		Date 2014-06-09

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées) Harpreet RAI	Title - Titre Regional Manager	Signature Rai,Harpreet,000165156
Telephone No. - N° de téléphone 778-290-2644	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel harpreet.rai@rcmp-grc.gc.ca
		Date 2014/06/19

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non     Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées) <i>Tian Lam</i>	Title - Titre <i>Procurement Officer</i>	Signature <i>Tian Lam</i>
Telephone No. - N° de téléphone <i>778-290-2776</i>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <i>tian.lam@rcmp-grc.gc.ca</i>
		Date <i>2014-06-09</i>

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées) Harpreet RAI	Title - Titre Regional Manager	Signature Rai,Harpreet,000165156
Telephone No. - N° de téléphone 778-290-2644	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel harpreet.rai@rcmp-grc.gc.ca
		Date 2014/06/19

Security Notes:

Instructor to sign and accept non-disclosure ICS 6401e or 6401f

Guidance to be provided regarding safeguarding information/assets contact DSS Irene BURROWS if assistance is required.





**NOTE TO OFFERORS:** Use the mailing label below and affix it securely to the outside of the envelope or package containing your offer proposal. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

**RCMP MAIL SERVICES UNIT  
BID RECEIVING – FRONT DESK  
14200 GREEN TIMBERS WAY  
SURREY, BC V3T 6P3  
CANADA**

**Solicitation No.: M2989-4-0056  
Solicitation Closing Date & Time: September 3, 2014 @ 2:00 pm PDT  
Description: English Language Training Services, Various Locations in BC**