

**REQUEST FOR STANDING OFFERS**

**TEST SCORING SERVICES FOR WRITTEN COMMUNICATION ASSESSMENT TOOLS**

**FOR**

**THE PUBLIC SERVICE COMMISSION**

**SOLICITATION DATE: WEDNESDAY OCTOBER 15, 2014**

**CLOSING DATE AND TIME: MONDAY NOVEMBER 24, 2014, at 2:00 p.m. EASTERN standard TIME**

**Standing Offer Authority:**            **Michelle Brault**

Public Service Commission  
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**Backup:**                                    **Angèle Fortier-Renaud**

Public Service Commission  
Tel: (819) 420-8381  
Fax: (819) 420-8368  
Email: [angele.fortier-renaud@cfp-psc.gc.ca](mailto:angele.fortier-renaud@cfp-psc.gc.ca)

(The Standing Offer Authority is responsible for establishing and administering the contract.)

**Proposal Submission:**

Proposals must be sent to the Public Service Commission, at one of the following addresses:

**For delivery by courier services:**

Bid Receiving  
SOLICITATION NUMBER: D1120-14-8002  
Public Service Commission c/o SCI  
Procurement Services  
465 Industrial Ave.  
Ottawa, Ontario K1G 0Z1

Attention: Michelle Brault

**For regular mail services or in-person drop-off :**

Bid Receiving  
SOLICITATION NUMBER: D1120-14-8002  
Public Service Commission  
Procurement Services  
22 Eddy Street, 12<sup>th</sup> Floor, Room 12016  
Gatineau, Québec K1A 0M7

**IMPORTANT: (In-Person Drop-Off)**

Please call the Standing Offer authority from the commissionaire's desk upon arrival.

**It is strongly recommended that the bidder contact the Standing Offer Authority or the backup and schedule an in-person drop-off. It is solely the bidder's responsibility to ensure that the proposal is received at the address above by the closing date and time.**

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**Proposal to the Public Service Commission  
Bidder Information and Authorization**

<b>Bidder Name and Address:</b>
<b>Legal Status (incorporated, registered, etc.)</b>
<b>GST or HST Registration Number and/or Business Identification Number (The Canada Revenue Agency):</b>

**Name and Title of Person Authorized to Sign on Behalf of Bidder:**

Print Name	Title
Signature	Date

**Central Point of Contact:**

The Bidder has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name	Title
Telephone	Fax
E-Mail	

**Each proposal must include a copy of this page properly completed and signed. The Bidder's signature indicates acceptance of the terms and conditions set out herein.**

**NOTE: It is the Bidder's responsibility to contact the Standing Offer Authority as soon as possible if there are any changes to the Bidder's contact information. The PSC's main method of communicating with Bidders is via email; therefore, it is the Bidder's responsibility to ensure that they verify their email account for important information during both the solicitation period, and the resulting standing offer period. The PSC is under no obligation to contact the Bidder via any other means (such as phone, fax or mail), and should the Bidder miss important deadlines sent to their email address identified above, it will be at no fault of the PSC (unless the Bidder has previously advised the Standing Offer Authority of a change in their email address).**

## **PART 1 - GENERAL INFORMATION**

### **1. Summary**

This is a Request for Standing Offers (RFSO) for the establishment of multiple Standing Offers to satisfy the requirements of the Public Service Commission (PSC) for **Test Scoring Services for Written Communication Assessment Tools** on an “as and when requested” basis for a period of one (1) year commencing on the date of the Standing Offer Authorization, with provisions to extend the period for three (3) additional one-year periods. Any extensions of the Standing Offer period will be done under the same terms and 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 PSC will consider entering into Standing Offers with Bidders offering the most acceptable proposals determined in regards to the evaluation factors set out in this 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).

### **2. Security Requirement**

There is a security requirement associated with the requirements of the Standing Offer.

Before issuance of a Standing Offer, the following conditions must be met:

- a) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Appendix “D” – Statement of Work, Section 22 – Security Requirements;
- b) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

The PSC will not delay the issuance of any Standing Offer to allow Bidders to obtain the required clearance.

### **3. Interpretation**

In this RFSO and any resulting Standing Offer or Call-up, unless the context otherwise requires:

1. "Call-up" means an order issued by the Call-up Authority duly authorized to issue a Call-up against a particular Standing Offer. Issuance of a Call-up to the Bidder constitutes acceptance of its Bid and results in the creation of a contract between Her Majesty the Queen in right of Canada and the Bidder for the goods, services or both described in the Call-up;
2. "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Public Service Commission.
3. "Bidder" means the person or entity whose name appears on the signature page of the Standing Offer and who offers to provide goods, services or both to Canada under the Standing Offer;
4. "Standing Offer" means the written offer from the Bidder, the clauses and conditions, these general conditions, Appendixes and any other document specified or referred to as forming part of the Standing Offer;
5. "Standing Offer Authority" means the person designated as such in the Standing Offer, or by notice to the Bidder, to act as the representative of Canada in the management of the Standing Offer.

#### 4. Office of the Procurement Ombudsman (OPO)

The OPO was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by email at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

### PART 2 – BIDDER INSTRUCTIONS

#### 1. Standard Instructions, Clauses and Conditions

The attached Appendix “A”, General Conditions of a Service Contract; Appendix “B”, Supplementary Conditions of a Service Contract; Appendix “C”, Terms of Payment of a Service Contract; Appendix “D” Statement of Work; Appendix “E” General Conditions – Standing Offers – Goods or Services; Appendix “F” – Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements; Appendix “G” – Basis of Payment; Appendix “H” – Security Requirements Check List (SRCL); Appendix “I” – Quality control – (A) Monitoring Report (B) Rescore Report (C) Scorer’s Form: Reporting Specific PPC Test Issues; Appendix “J” – Resource Information Sheet; Appendix “K” – Proposed Template for RFSO Mandatory and Point Rated Requirements of the Technical Bid; Appendix “L” – Confidentiality Policy and Agreement; and Appendix “M” – Registering Document for Equipment Purchase: Procedures and 5-A Form are hereby incorporated into and form part of this solicitation. **Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by such instructions.**

All Bidders submitting proposals shall maintain the confidentiality of all information, documents, and material, whether in oral, written, or machine readable form furnished by the PSC and shall not communicate such information, documents or materials to any third party without the prior consent of the PSC.

#### 2. Aboriginal Suppliers - Self-Identification

The PSC has made a commitment to increase contracting actions between the federal government and Aboriginal businesses, in accordance with The Procurement Strategy for Aboriginal Business. In order to assist the PSC in reporting contracting activities with Aboriginal businesses, it is important that Aboriginal Bidders identify themselves as such by completing and providing appropriate Certification Requirements which have been developed by the Department of Aboriginal Affairs and Northern Development Canada.

#### 3. Submission of Bids

Bidders MUST submit **4 copies** of the **Technical Proposal** and **2 copies** of the **Financial Proposal** to the Public Service Commission (see page 1 for complete address) no later than **November 24, 2014, 2:00 PM Eastern Standard Time**. It is the responsibility of the Bidders to ensure that proposals are received at the required address before the closing date and time, and are provided in accordance with Part 3 – Bid Preparation Instructions.

**Proposals will not be accepted after 2:00 PM Eastern Standard Time and will be returned unopened to the sender.**

Proposals should be concise and should address, but not necessarily be limited to, the evaluation criteria and selection method. Bids will be evaluated solely on their content. Evaluation criteria not addressed will be given a score of zero. It is the responsibility of the Bidder to obtain clarification of the requirements contained, herein, if necessary prior to submitting a bid using the procedure described in Part 3 – Evaluation Procedures and Basis of Selection.

Due to the high risk of technical difficulties and unsecured equipment, electronic transmission of proposals by such means as electronic mail, facsimile, or commercial telex is not considered to be practical and therefore **will not be accepted.**

### **3.1 Bid Preparation Instructions**

The PSC requests that Bidders provide their Bid in separately bound sections and in separate envelopes as follows:

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (2 hard copies)

Prices must appear in the Financial Bid only. No prices must be indicated in any other section of the bid. Non-compliance with this condition (for that reason alone) may result in bid disqualification.

The PSC requests that Bidders follow the format instructions described below in the preparation of their bid.

- 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;
- c) Include the certifications as a separate section of the Technical Bid.

### **3.2. Section I: Technical Bid**

The Technical Proposal shall clearly address the following aspects:

- a) Mandatory Requirements
- b) Rated Requirements

The Technical Proposal must demonstrate compliance with all mandatory requirements and must demonstrate how each proposed resource meets the mandatory requirements and the rated requirements set out in PART 3 – Evaluation Procedures and Basis of Selection. The Technical Proposal must respond to each of the Mandatory and Rated Requirements demonstrating how the qualifications including experience of the proposed resources satisfy the requirement. As outlined in PART 3 – Evaluation Procedures and Basis of Selection – Bidders should use the tables provided under Appendix “K” – Proposed Template for RFSO Mandatory and Rated Requirements of the Technical Bid in order to provide a structured response. Sufficient details including dates, titles, functions, activities, achievements, degrees, etc. must be provided to demonstrate that the requirement is met. Failure to provide sufficient details may result in a non-compliant proposal.

**The PSC will award up to six (6) Standing Offers for Stream A – French and up to eight (8) Standing Offers for Stream B - English.**

A resource CAN BE proposed in Stream A (French) and Stream B (English). The Bidder should clearly indicate the Stream(s) of service for which it is bidding **on the first page of their proposal.**

**Proposals should be structured so that responses for each proposed resource are separate from any other proposed resource.**

During the bid evaluation period, Bidders may or may not be required to clarify the details included in bids. Information shall be made available to the PSC within three (3) working days of receipt of a request.

### **3.3. Section II: Financial Bid**

Bidders must submit their Financial Bid in accordance with the Appendix G - Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

#### 4. Enquiries – Request for Standing Offers

All enquiries must be submitted in writing (either by regular mail or electronic mail) to the PSC Standing Offer Authority (identified on page 1 of the solicitation document) on or **four (4) calendar days** before the RFSO closing date. All enquiries and other communications with government officials throughout the solicitation period are to be directed **ONLY** to the **Standing Offer Authority (or his or her Backup)** named on page 1 of the solicitation. Non-compliance with this condition during the solicitation period may (for that reason alone) result in disqualification of bids.

Bidders should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable PSC 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 PSC determines that the enquiry is not of a proprietary nature. PSC may edit the questions or may request that Bidders do so, so that the proprietary nature of the question is eliminated, and the enquiry together with the response can be distributed to all Bidders either through a posting on GETS (buyandsell.gc.ca/tenders) or through electronic mail. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by the PSC.

#### 5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed by the laws in force in Québec.

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

### PART 3 – EVALUATION PROCEDURES AND BASIS OF SELECTION

#### 1. Evaluation Procedures

- a) Bids 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 the PSC will evaluate the bids.
- c) It is the Bidder's responsibility to ensure that the email address provided in the Proposal to the Public Service Commission Bidder Information and Authorization (on page 4) is valid.

##### 1.1 Evaluation Process:

The evaluation will be conducted in three (3) steps:

Step 1: Proposals will be evaluated to ensure compliance with the Mandatory Requirements.

After a proposal has been determined to be compliant, each proposed resource will be evaluated individually following Steps 2 and 3 independent of any other proposed resource included in the proposal.

Step 2: The responses for each Rated Requirement, for each proposed resource will be evaluated and points awarded. Proposed resources who do not achieve the minimum points for each Rated Requirement will be considered non-compliant and not considered further. Failure of one proposed resource offered in a proposal will not impact the evaluation of any of the other proposed resources.



Step 3: The Technical Score (sum of points achieved for all rated requirements) for each compliant proposed resource will be calculated. The Total Technical Score will be calculated by averaging the technical score of each compliant proposed resource.

Bidders are reminded that they must respond to each Mandatory and Rated Requirement sufficiently to demonstrate compliance. Requirements that are not addressed will not be awarded points. Dates, position titles, functions, organizations must be specified and described in sufficient detail.

**Proposals listing experience without supporting it with information establishing where, how, when (year and month experience acquired), and duration (years and months of experience) it was acquired will be excluded from the evaluation.** Rated requirements that are not addressed in the proposal will be given a mark of zero (0). Your proposal should address each of the requirements in the order in which they appear on the RFSO, to assist you in completing your proposal a template is provided in Appendix K.

## **1.2 Selection for Standing Offers:**

The Public Service Commission intends to award **up to six (6) Standing Offers for Stream A – French and up to eight (8) Standing Offers for Stream B - English.**

## **1.3 Definitions**

A number of terms and expressions that are used frequently in this statement of evaluation criteria for the purpose of the RFSO are defined as follows:

One year: 12 months, full-time; a one-year period is considered as 260 days.

Full-time: The equivalent of five (5) days (7.5 hours per day) per week.

Educational equivalency: The educational equivalent granted by a Canadian credentials evaluation service for education received outside Canada.

Editing written text: Checking written texts for compliance with writing conventions (grammar, spelling, punctuation, content and style).

Test scoring: Reviewing a test and assigning it a rating, mark or value according to a structured scoring guide.

Assessment Tool excluding Essay-type tool: Is a method of collecting information about an individual performance usually in measurable terms related to knowledge, skills, attitudes and beliefs (e.g., multiple choice test, cognitive ability test, personality inventory, 360).

Essay-type tool: A test requiring the execution in writing of a text for development, in other words, expression in the form of a narrative sequence of ideas based on a specified criterion for answering (e.g. In-Basket Exercise, Written Communication Exercise, Career Achievement Record, Simulation Exercise).

Rating scales or scoring guide: Applies to the comparison of provided responses (using various methods) with an expected or ideal response (scoring grid) in accordance with standard correction instructions.

## 2. Mandatory Requirements

Each proposal will be evaluated in accordance with the following mandatory requirements on a ‘meet’ or ‘do not meet’ basis. Proposals that fail to meet ALL the following mandatory requirements will be deemed non-compliant and the proposed resources will not be evaluated. A proposed template has been provided for completion in Appendix K.

**Table 1 - Mandatory Requirements**

Item #	Mandatory Requirement	Met / Not Met
MR1	<p>A completed and signed “Proposal to the Public Service Commission Bidder Information and Authorization” form as provided on Page 4 of this solicitation document <b>must</b> be included in the technical proposal portion of the proposal. The Bidder’s signature indicates acceptance of the terms and conditions set out herein.</p> <p>If the completed and signed form is not provided, Contractors will be provided 72 hours (three working days) to provide the form. If the form is not provided in the 72 hours, the proposal will be considered non-compliant.</p>	
MR2	<p>Duly completed and signed copies of all the certification clauses set out in Part 4 (“CERTIFICATIONS”) of the present RFSO <b>must</b> accompany the “technical proposal” portion of the proposal.</p> <p>Bidders who fail to provide completed and signed copies with their proposal will be given 72 hours (three working days) to do so. Failure to provide the copies within 72 hours will result in the proposal being deemed non-compliant.</p>	
MR3	<p>Bidders <b>must</b> specify the stream for which they are submitting for each proposed resource.</p>	
MR4	<p>Bidders <b>must</b> provide a detailed résumé for each proposed resource.</p> <p>Bidders who do not submit copies of résumé for each proposed resource will have 72 hours (three business days) to provide them. If the copies are not provided within the 72 hours, the proposal will be deemed non-compliant.</p>	
MR5	<p>The Bidder <b>must</b> submit a completed Appendix “J” – Resource Information Sheet for <b>EACH</b> proposed resource.</p> <p>Bidders who do not submit the copies duly completed with their proposals will have 72 hours (three business days) to provide them. If the copies are not provided within the 72 hours, the proposal will be deemed non-compliant.</p>	
MR6	<p>The Bidder <b>must</b> submit with its technical proposal, completed Appendix “L” – Confidentiality Policy and Agreement signed by each resource.</p> <p>Bidders who do not submit the copies duly completed and signed with their proposals will have 72 hours (three business days) to provide them. If the copies are not provided within the 72 hours, the proposal will be deemed non-compliant</p>	

## 3. Rated Requirements

Each proposed resource will be evaluated on the basis of the following rated requirement, independently of other proposed resources in the proposal. A proposed template has been provided for completion in Appendix K.

Category	Minimum Mark	Maximum Mark
<b>RR1: Education</b>	1	15
<b>RR2: Scoring Experience</b>		
(a) Essay-type tools using rating scale or scoring guide	5	20
(b) Assessment tools using rating scales or scoring guide excluding Essay-type tools	1	10
<b>RR3: Years of Scoring Experience</b>		
(a) Essay-type tools using rating scale or scoring guide	5	20
(b) Assessment tools using rating scales or scoring guide excluding Essay-type tools	1	10
<b>RR4: Years of Editing Written Text Experience</b>	0	20
<b>Maximum total mark</b>	<b>13</b>	<b>95</b>

Table 2 – Rated Requirements

Item #	Rated Requirement	Scoring Guidelines
RR1	<p><b>EDUCATION</b></p> <p>Bidders should indicate the highest diplomas obtained by each proposed resource.</p> <p>Bidders should specify the diploma, the year it was issued, as well as the institution, province and country of issuance, and provide the title and a short description of the diploma or certificate received.</p> <p>The Bidder <b>should</b> provide documentation for each proposed resource (such as a copy of diploma) to confirm education.</p>	<p>Doctorate in a recognized Canadian university or college*: 15 points</p> <p>Master’s degree in a recognized Canadian university or college*: 10 points</p> <p>Bachelor’s degree in a recognized Canadian university or college*: 5 points</p> <p>College diploma* : 3 points</p> <p>Successfully completed a minimum of two (2) years of post-high education (or four (4) full-time semesters – as evidenced by a transcript) in a recognized Canadian university or college*: 2 points</p> <p>High school diploma* : 1 point</p> <p>* <b>Note:</b> Educational equivalency by a Canadian credentials evaluation service if the education was acquired outside Canada will be required and accepted.</p>

<p><b>RR2</b></p>	<p><b>SCORING EXPERIENCE</b></p> <p>Bidders should demonstrate that the proposed resource possesses test scoring experience.</p> <p>To fully demonstrate the proposed resource’s experience, Bidders should provide the title of the test; a description of the type of test, the type of rating scale and scoring method used, and the number of tests scored for each test.</p> <p>The total of tests scored for each sub-section will be added to calculate the overall mark for the scoring experience.</p> <p><u>Example of a detailed scoring experience for part (a):</u></p> <p><i>Essay type tools using rating scale or scoring guide: In-Basket Exercise is a standardized assessment tool developed by Assessment 101 Ltd, which assessed overall ability to manage. Participants must respond in writing to 20 items simulating real events on the job. The actions taken are rated according to standardized scoring guide, using a scale of 1 to 5 measuring the level of effectiveness. The sum of the ratings on 3 specific managerial competencies (leadership, financial management, and communication) gives the participant's rating on their overall ability to manage. The overall score can vary from 0 to 15. The cut-off score is based on the ability required by the position. Overall, I have scored 94 tests.</i></p> <p>For this experience, 15 points would be awarded for part (a).</p>	<p><b>(a) <u>Essay-type tools using rating scale or scoring guide</u></b></p> <p>100 tests or more: 20 points</p> <p>75 tests or more but less than 100: 15 points</p> <p>50 tests or more but less than 75: 10 points</p> <p>25 tests or more but less than 50: 5 points</p> <p><b>(b) <u>Assessment tools using rating scales or scoring guide excluding Essay-type tools</u></b></p> <p>100 tests or more: 10 points</p> <p>75 tests or more but less than 100: 5 points</p> <p>50 tests or more but less than 75: 2 points</p> <p>25 tests or more but less than 50: 1 point</p>
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<p><b>RR3</b></p>	<p><b>YEARS OF SCORING EXPERIENCE</b></p> <p>Bidders should demonstrate that the proposed resource possesses full time experience in test scoring.</p> <p>To fully demonstrate the proposed resource’s experience, Bidders should list all the tests scored during cumulative number of years of experience at full time by providing the title of each test, a brief description, the type of rating scale and scoring method.</p> <p>The cumulative numbers of years of full time experience scored for each sub-section will be added to calculate the overall mark for the years of scoring experience.</p> <p><u>Example of a detailed scoring experience for part (a):</u></p> <p><i>Essay type tools using rating scale or scoring guide: From February 2012 to February 2014, for a total of 2 years on a full time basis, I scored In-Basket Exercises and Written Communication Tests both standardized assessment tool developed by Assessment 101 Ltd. The In-Basket Exercise assesses overall ability to manage. Participants must respond in writing to 20 items simulating real events on the job. The actions taken are rated according to a standardized scoring guide, using a scale of 1 to 5 measuring the level of effectiveness. The sum of the ratings on 3 specific managerial competencies gives the individual's rating on their overall ability to manage. The overall score can vary from 0 to15. The cut-off score is based on the ability required by the position. The Written Communication Test assesses an individual's ability to write in a clear and concise manner. Individual read a text then prepare a summary which covers the major points contained in the text. The scoring takes into consideration the mechanics of writing, content and style. Using a standardized scoring grid, points are deducted for errors in grammar, spelling and punctuation, and allotted for content coverage and for appropriate use of style. The cut-off score can be based on the level of skill required for the position.</i></p> <p>For this experience, 15 points would be awarded for part (a).</p>	<p><b>(a) <u>Essay-type tools using rating scale or scoring guide</u></b></p> <p>5 years or more: 20 points</p> <p>2 years or more but less than 5 years: 15 points</p> <p>1 year or more but less than 2 years: 10 points</p> <p>6 months or more but less than 1 year: 5 points</p> <p><b>(b) <u>Assessment tools using rating scales or scoring guide excluding Essay-type tools</u></b></p> <p>5 years or more: 10 points</p> <p>2 years or more but less than 5 years: 5 points</p> <p>1 year or more but less than 2 years: 2 points</p> <p>6 months or more but less than 1 year: 1 point</p>
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<b>RR4</b>	<p><b>EXPERIENCE IN EDITING WRITTEN TEXT</b></p> <p>Bidders should demonstrate that the proposed resource possesses the cumulative number of years of experience in editing professional written text in a business context.</p> <p>To fully demonstrate the proposed resource’s experience, Bidders should provide description of the professional context in which text edition was performed, who was the requestor, description of type of text to be edited.</p>	<p>5 years or more: 20 points</p> <p>2 years or more but less than 5 years: 15 points</p> <p>1 year or more but less than 2 years: 10 points</p> <p>6 months or more but less than 1 year: 5 points</p> <p>Less than 6 months: 0 points</p>
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**4. Financial Evaluation**

The Bidder must include a completed Appendix “G” – Basis of Payment in its financial proposal.

The price of the bid will be evaluated in Canadian dollars, the Harmonized Sales Tax, Goods and Services Tax, Quebec Sales Tax or Provincial Sales Tax excluded.

The bids that meet the minimum score as set out in section 3 – Rated Requirements above will then be evaluated based on the financial evaluation of the prices/rates proposed in Appendix “G” – Basis of Payment. Should the Bidder submit different prices/rates for each of its compliant proposed resources, the average of the Bidder’s proposed all-inclusive rates will be used for items 01, 02 & 03. A Bid Evaluation Value (BEV), which will be used for evaluation purposes only, will be calculated as follows (using the Bidder’s offered prices in Appendix “G” – Basis of Payment):

$$\text{Bid Evaluation Value (BEV)} = (\text{Sum of Bidder’s proposed Firm all-inclusive rate for items 01 \& 02} \times 10) + (\text{Bidder’s proposed Firm all-inclusive rate for item 03})$$

**5. Basis of Selection – Lowest Price-per-Point**

To be declared responsive, a bid must:

- a) comply with all the requirements of the RFSO;
- b) meet all mandatory evaluation criteria; and
- c) obtain the required minimum of points for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bids with the lowest evaluated price per point will be recommended for issuance of Standing Offer, as outlined below.

**The PSC will award up to six (6) Standing Offers for Stream A – French and up to eight (8) Standing Offers for Stream B - English.** The recommendations for award will be determined using the evaluated cost-per-point methodology and by ranking responsive Bidders from lowest to highest evaluated cost-per-point. Fully responsive Bidders with lower costs-per-point will be ranked higher on the Standing Offer list(s).

Should there be multiple proposals having identical cost-per points and identical technical scores, the PSC will rank the Bidders with the highest points in the following priority order: 1) RR2, 2) RR3, 3) RR1, 4) RR4.

Example:

Both Bidder A and Bidder B meet parts a), b), and c) above and have therefore been declared responsive.

If Bidder A has a Bid Evaluation Value (BEV) of \$1,600 and has 1,000 technical points, the cost-per-point of Bidder A will be  $\$1,600 / 1,000 = \$1.60$ .

If Bidder B has a BEV of \$1,000 and has 1,200 technical points, the cost-per-point of Bidder B will be  $\$1,000 / 1,200 = \$0.83$ .

Bidder B has the lower cost-per-point and would be ranked higher on any resulting Standing Offer list.

## **PART 4 – CERTIFICATIONS**

Bidders must provide the required certifications to be issued a Standing Offer. The PSC will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

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

### **1. Certifications Precedent to Issuance of a Standing Offer**

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

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 Bidder, or any member of the Bidder if the Bidder 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.

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Date

The Bidder acknowledges that the PSC shall rely on this certification to award the contract. Should verification by the PSC disclose a misrepresentation on the part of the Bidder, the PSC shall have the right to treat any contract resulting from this bid as being in default.

## 1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Bidders must provide the information required below.

### Definitions

For the purposes of this clause,

1. "Former public servant" means a 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 and includes:
  - an individual;
  - an individual who has incorporated;
  - a partnership made up of former public servants; or
  - a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
2. "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 Public Service.
3. "pension" means a pension payable pursuant to the *Public Service Superannuation Act*, R.S., 1985, c. P-36 as indexed pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24.

### Former Public Servant in Receipt of a Pension

Bidders who are former public servants in receipt of a pension must identify themselves as such by completing the following:

- ( ) The Bidder is a former public servant in receipt of a pension;
- ( ) The Bidder is a former public servant in receipt of a pension who has incorporated;
- ( ) The Bidder is a partnership made up of former public servant in receipt of a pension;
- ( ) The Bidder is a former public servant in receipt of a pension who his the sole proprietorship or has a major interested in the entity;
- ( ) The Bidder is a former public servant not in receipt of a pension.
- ( ) The Bidder is NOT a former public servant.



If the Bidder is a FPS in receipt of a pension, the Bidder must provide the following information:

- a) name of the former public servant\_\_\_\_\_
- b) date of termination of employment or retirement from the Public Service\_\_\_\_\_
- c) former maximum salary\_\_\_\_\_
- d) total annual (gross) pension\_\_\_\_\_

**Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES ( ) NO ( )

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

**Certification**

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

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Date

**1.3 Status and Availability of Resources**

The Bidder certifies that, should it be issued a Standing Offer as a result of the Request for Standing Offers, every individual proposed in its bid 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 Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with the same or better qualifications and experience. The Bidder must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. The Standing Offer Authority will provide its approval for the substitution prior to a call-up issuance.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Date

**1.4 Conflict of Interest**

The Bidder acknowledges and agrees that it is a term of this RFSO that no person who is not in compliance with the provisions of Chapter 2 - Conflict and Interest Measures and Chapter 3 - Post-Employment Measures of the *Values and Ethics Code for the Public Service* (current version) shall derive any direct benefit from this RFSO, any resulting Standing Offer and/or Call-up. The Bidder further acknowledges and agrees that failure to comply with the provisions of chapters 2 and 3 referenced herein will render the Bidder ineligible to provide services under any Standing Offer or Call-up resulting from this RFSO.

The Bidder certifies that he has not accepted or received, directly or indirectly, advantage, benefit, preferential treatment or assistance of any kind through a member of his family or a friend in relation to this RFSO and any resulting Standing Offer or Call-up.

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Date

**1.5 Certificate of Independent Bid Determination**

I, the undersigned, in submitting the accompanying bid or tender (hereinafter “bid”) to the Public Service Commission for this Request for Standing Offers do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

\_\_\_\_\_  
(Corporate Name of Bidder or Tenderer [hereinafter “Bidder”])

That:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;

4. Each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - (a) has been requested to submit a bid in response to this call for bids;
  - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. The Bidder discloses that (**check one of the following, as applicable**):
  - (a) ( ) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - (b) ( ) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. In particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) methods, factors or formulas used to calculate prices;
  - (c) the intention or decision to submit, or not to submit, a bid; or
  - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;
8. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Contracting Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. The terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

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(Printed Name and Signature of Authorized Agent of Bidder)

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Position Title

---

Date

### **1.6 Language Certification**

Bidders shall certify that, for each of the languages identified for a proposed resource at Appendix “J” - Resource Information Sheet, each proposed resource possesses **advanced level** of written comprehension and writing expression skills in that language.

For the purposes of this RFSO and its call-ups, an individual who possesses “advanced” skills in one language must, **at a minimum**, be able to perform the following tasks in that language.

**Advanced Written Comprehension Skills:**

Ability to understand written material dealing with a variety of subject matter related to work; ability to understand most of the complex details, inferences and nuances of meaning; ability to read and understand specialized and less familiar material.

**Advanced Written Expression Skills:**

Ability to draft descriptions and explanations dealing with a variety of formal and informal work-related situations; ability to draft material in which ideas are developed and presented using appropriate terminology, grammar and spelling, requiring very little correction.

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Date

## **PART 5 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Bid**

The Bidder offers to perform the Work in accordance with the Statement of Work at Appendix D.

#### **2. Standard Clauses and Conditions**

Appendices A, B, C, D, E, F, G, H, I, J, K, L and M are incorporated by reference into and form part of the Standing Offer or any resulting Call-up.

#### **3. Period of Standing Offer**

The period for making Call-ups against the Standing Offer is for a one (1)-year period beginning on the date of Standing Offer Authorization.

If the Standing Offer is authorized for use beyond the initial period, the Bidder offers to extend its bid for an additional three (3) one-year period(s), 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 Bidder will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **4. Authorities**

##### **4.1 Standing Offer Authority**

The Standing Offer Authority (*to be confirmed upon resulting Standing Offer*) for the Standing Offer is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a Call-up, the Standing Offer Authority is responsible for any contractual issues relating to individual Call-ups made against the Standing Offer.

##### **4.2 Project Authority**

The Project Authority (*to be confirmed upon resulting Standing Offer*) for the Standing Offer is:

- identified in the Call-up against the Standing Offer.
- the representative of the Division for whom the Work will be carried out pursuant to a Call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Call-up.

#### **5. Call-up Procedures / Allocation of Work**

For each Stream, the Work will be allocated on a rotational basis amongst Standing Offer Holders. The rotation list will be arranged in ascending order of cost per point and the Evaluation Procedures and Basis of Selection described in PART 3 – Evaluation Procedures and Basis of Selection.

The Bidder acknowledges that a Standing Offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any goods, services or both listed in the Standing Offer.

Without restricting any other terms and conditions, any Work Authorization may be cancelled in whole or in part by the Project Authority by giving a verbal or written notice to the Standing Offer Holder.

If a proposed resource refuses work three (3) consecutive times without prior notification of unavailability, the PPC reserves the right to terminate the Standing Offer.

The work shall be allocated on the following basis:

- a) Order on the list;
- b) Status of the proposed resource;
- c) Operational requirements;
- d) Availability.

For the purposes of this RFSO, the above criteria are defined as follows:

- a) Order on the List  
All proposed resources and firms that are successful at the selection stage and are chosen (determined by the cost-per-point evaluation, as described in Part 3, section 5 of this document) shall be placed on a list in ascending order of cost per point. The list will be used for rotation purposes when the work is allocated.
- b) Status of the Proposed Resource  
Work will be allocated to fully trained and certified resources. Should the proposed resource fail to obtain/maintain their certification, the PPC reserves the right to terminate the Standing Offer.
- c) Operational Requirements  
The service request may stipulate (in order to meet occupational standards or at the request of a client, for example, special campaigns focusing on candidates from a particular target group), that the Contractor be a woman, an Aboriginal, a person with disabilities, a member of a visible minority, or possess other characteristics.
- d) Availability
  - A given client or assessment process may require the delivery of the service for a specific period of time or on short notice, when the availability of the resource may affect the assignment of work.
  - If a higher ranked Standing Offer Holder meeting the criteria listed above is unable to provide the services in the prescribed timelines, the Project Authority may request the services of the next Standing Offer Holder on the list who meets the same criteria, and so on.

Work will be distributed in accordance with the above criteria and operational considerations and will not be awarded on the basis of individual preferences.

The PPC will endeavour, to the extent possible, to distribute test scoring work evenly among the selected individuals on the list. However, given the nature of the work that is received from the PPC's clients, scorers' availability, schedules and other operational factors, the PPC cannot guarantee or promise that work will be distributed equally among the individuals on the list.

## **6. Call-up Instrument**

The Project Authority will authorize work by phone or by email amongst Standing Offer Holders, based on the on the Call-up procedures listed above. Once the work has been carried out, the Standing Offer Holder will invoice the PSC for the services. Once approved by the Project Authority, a Call-up using form PWGSC-TPSGC 942, "Call-up against a Standing Offer", will be issued in accordance to the pre-authorize work and accepted invoice.

**7. Limitation of Call-ups**

Individual Call-ups against the Standing Offer must not exceed \$25,000 (Goods and Services Tax or Harmonized Sales Tax included).

**7.1 Needs Exceeding the Allowable Limit of \$25,000 for Call-ups:**

The Project Authority must submit proposals from the Bidder exceeding the \$25,000 limit to the Standing Offer Authorities. Individual Call-ups exceeding \$25,000 can only be authorized using a PWGSC-TPSGC 942 form, "Call-up against a Standing Offer", signed by the Standing Offer Authority, awarded BEFORE the work is authorized.

**8. Priority of Documents**

If there is a discrepancy between the wordings 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.

- 8.1 The Call-up against the Standing Offer, including any Appendixes;
- 8.2 Appendix "A" – General Conditions of a Service Contract;
- 8.3 Appendix "B" – Supplementary Conditions of a Service Contract;
- 8.4 Appendix "C" - Terms of Payment of a Service Contract;
- 8.5 Appendix "D" – Statement of Work;
- 8.6 The articles of the Standing Offer;
- 8.7 Appendix "E" – General Conditions – Standing Offers – Goods or Services;
- 8.8 Appendix "F" – Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements;
- 8.9 Appendix "G" – Basis of Payment;
- 8.10 Appendix "H" – Security Requirement Check List (SRCL);
- 8.11 Appendix I – Quality Control - (A) Monitoring Report, (B) Rescore Report, (C) Scorer's Form: Reporting Specific PPC Test Issues
- 8.12 Appendix "J" – Resource Information Sheet;
- 8.13 Appendix "K" - Proposed Template for RFSO Mandatory and Rated Requirements of the Technical Bid
- 8.14 Appendix "L" – Confidentiality Policy and Agreement;
- 8.15 Appendix "M" – Registering Document for Equipment Purchase: Procedures and 5-A Form; and
- 8.16 The Bidder's bid \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of issuance of the bid: "*, as clarified on \_\_\_\_\_" *or* "*, as amended* \_\_\_\_\_". (*Insert Date of clarification(s) or amendment(s) if applicable*)

**9. Status and Availability of Resources**

If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. The Standing Offer Authority will provide its approval for the substitution prior to a call-up issuance.

If the Bidder is unable to provide a substitute with the equal or superior qualifications and experience, Canada may set aside the Standing Offer.

**10. Closure of Government Offices**

Where the Bidder's employees are providing services on government premises pursuant to any Call-up resulting from this Standing Offer and the premises become non-accessible due to evacuation or closure of government offices, and consequently no work is being performed as a result of the closure, the PSC will not be liable for payment to the Bidder for the period of closure.



**B. RESULTING CONTRACT CLAUSES (FOR CALL-UP)**

**APPENDIX “A” - General Conditions of a Service Contract**

**APPENDIX “B” - Supplementary Conditions of a Service Contract**

**APPENDIX “C” - Terms of Payment of a Service Contract**

The above documents are available at the following Web site: <http://www.cfp-psc.gc.ca/abt-aps/bus-aff/index-eng.htm>

**APPENDIX “D”  
Statement of Work**

**1. Title: Test Scoring Services for Written Communication Assessment Tools**

Providing professional test scoring services to the E-testing and Test Administrations (ETTA) Unit of the Consultation and Test Services (CTS) Division of the Personnel Psychology Centre (PPC) at the Public Service Commission (PSC).

**2. Objective**

The PSC requires the services of qualified contractors to satisfy the requirements of the test scoring services for written communication assessment tools used at the PPC, on an as required basis, in accordance with the general terms of the Standing Offer

For further information concerning PSC Assessment Tools, particularly the Written Communication Test (WCT), please visit the web site; also note as the Written Communication Exercise (WCE) is currently in very limited release, information is not available on our website. The exam is very similar in nature to the WCT, and, the scoring protocol is identical.

<http://www.cfp-psc.gc.ca/ppc-cpp/psc-tests-cfp/wct-345-ce-355-eng.htm>

**3. Background**

The PPC is an internationally-recognized leader in the personnel assessment field and offers a range of assessment tools and services to federal government departments and agencies. Clients use these tools to facilitate the selection process and to choose the right candidates to fill a position. The PPC’s test scoring operations are based in the National Capital Region (NCR). PPC psychologists and administrative staff are responsible for training, quality control of scoring activities and test distribution. The workload may vary during the year and scoring work may be distributed as required, depending on the demand for test scoring by PPC clients. The proposed resource acknowledges that the status of certified scorer is no guarantee that he/she will receive tests for scoring on a regular basis, but only that he/she will be included in the group of PPC-certified test scorers.

**4. Historical Data**

The following information is based on historical data from the last three years and represents the percentage of work assigned and the anticipated requirements. This information is provided for information only and is an approximation, made in good faith. The quantities indicated below include not only the number of copies scored, but also the number of copies re-read (rescore), which more accurately represents the overall scoring workload. The WCE is a new tool and is currently in limited use, as such, we do not have an extensive distribution of data to report.

**Written Communication Test (WCT)**

Year	Quantity	% French	% English
2013-2014	1436	18.0	82.0
2012-2013	1128	27.7	72.3
2011-2012	1281	44.0	56.0

## **5. Training**

The proposed resource will participate in training session including in-class session, scoring exercises and practice tests\* (mandatory) per tool\*\*, in order to be certified as a scorer, at the discretion of the PPC:

- Written Communication Test (WCT-345)
- Examen de communication écrite (ECÉ-355)
- Written Communication Exercise (WCE-385)
- Exercice Écrit de communication (EÉC-395)

\*The training session will be held in Gatineau between 8:00 a.m. and 4:00 p.m. Travel expenses will be the responsibility of the proposed resource. The Bidder will have 48 hours (2 working days) to confirm availability of the proposed resource(s) to the training.

\*\*The tests may be reviewed or additional tests may be developed and subsequently added to the lists during the term of the Standing Offer. The Project Authority reserves the right to add modified or revised tools to the current list. Any such changes shall be made in accordance with Appendix G of the present RFSO.

The training sessions will involve the reading of documents, a presentation and discussions to enable the resource(s) to familiarize themselves with, and become proficient in, the test in question and the material contained in the scoring manual. The proposed resource(s) will also participate in the scoring exercises, as part of a group or alone (at the discretion of the PPC), and individual scoring of practices tests in order to standardize the scoring process among scorers. Proposed resources who pass the training must demonstrate a good understanding of grammar, spelling and punctuation of English or French (depending on the language the proposed resource(s) will use for scoring) and of the texts that are written by the candidates. They must be able to assess these texts in terms of content and effectiveness, as described in the scoring manual, and rate them objectively and uniformly. The proposed resource(s) will be compensated for their time while engaging in such activities (as indicated in Appendix G of this RFSO).

## **6. Certification Program**

### **6.1 Certification**

The proposed resource(s) shall obtain and maintain their scorer certification for each tool in order to score tests. Proposed resources that are selected must pass the training on the tool(s) in question and successfully complete the PPC scorer certification program consisting of two phases:

#### Phase I: In-Class Training Session and Practice Tests:

During this period, the proposed resource(s) will be given a scoring manual and related documentation for which they must familiarize themselves with the contents. They must also study all aspects of the rating guidelines that are explained in the manual. They will also complete individual and group exercises. Following in-class training sessions and exercises, the proposed resource(s) will receive, one at a time, at least three (3) practice tests (with a maximum of 4 tests) for each tool to score individually. The proposed resource(s) must return a scored test that will be verified by PPC psychologists, to ensure it meets the PPC's quality control standards. After each verification, the proposed resource(s) will receive feedback for the verified practice test. The proposed resource(s) must read the recommendations made and review the scored tests accordingly. Subsequent scoring must reflect the feedback, since these aspects will be checked during subsequent verifications. To successfully complete the first phase of the certification, the proposed resource(s) have to successfully score 3 practice tests out of a maximum of 4 tests for each specific test version. In addition, the proposed resource(s) is expected to score each practice test promptly after reception of the material. Proposed resource(s) whose performance meets quality control standards will move on to the second training phase, i.e., scoring ten (10) current tests. Those whose performance in scoring a maximum of four (4) practice exams fails to meet quality control standards must immediately return all materials belonging to the PPC; consequently they will not proceed to the second training phase and will not be certified for the specific test version.

Phase II: Scoring of 1 current tests:

Following the successful completion Phase I, the proposed resource(s) will be allowed to score current tests, but quality control will be conducted on the first ten (10) tests in each version. The proposed resource(s) will be given the ten (10) tests in whole or in part and must comply with the PPC's seven-day (7) work submission deadline. Each test scored in this way will be verified by the quality control team, and the proposed resource(s) will receive a quality control report for each of the tests. The scoring on at least eight (8) of the ten (10) tests must be deemed "satisfactory" on the quality control report for the proposed resource(s) to successfully complete phase II. The quality control reports will be sent to the proposed resource(s) for them to read and examine the content of the points that are raised in the feedback and the relevant sections of the reviewed test to which they relate (as required), in order to understand those points. Afterward, they will have to contact the psychologist responsible for the quality control to receive feedback by phone or in person and incorporate these elements of feedback into their subsequent scoring work. Proposed resource(s) whose performance does not meet quality control standards during Phase II (or by the end of) will not be certified for this version of the test and must return all test materials to the PPC.

After successfully completing of phases I & II of the program, the proposed resource(s) will received an email confirming their certification status for a specific test. Consequently, the proposed resource(s) will be allowed to score this test independently.

Should the proposed resource be unsuccessful in either Phase I or Phase II of the certification program, the PPC reserves the right to terminate the Standing Offer.

**6.2 Monitoring of Certified Scorers**

Every month, PPC psychologists will check between 5% and 10% of the total number of each scorer's scored exams for the current month and will fill out feedback forms that will be given to each of the scorers. If an experienced scorer's work does not meet the quality control standards, a PPC psychologist will contact the scorer, inform him/her that at least 10% of their next workload will be monitored, and explain the reasons for the decision.

Following the feedback from the PPC psychologist regarding an unsatisfactory quality report, the scorer must review and improve their scoring procedure in order to return to a satisfactory work level, i.e., that meets the PPC's quality standards. Scorers, who are given three (3) unsatisfactory quality control reports, will lose their certification for the test in question. The scorer must retain this status for a period set by the PPC, which may vary depending on the nature and severity of the scoring problems observed.

The PPC reserves the right to terminate the certification and/or the Standing Offer of any scorer whose performance does not meet established quality standards.

**7. Test Scoring**

The proposed resource(s) will score the tests that are received from the Project Authority on his premises or in some other PSC-approved workplace. The proposed resource(s) shall:

- a) Collect tests and rating sheets for scoring from the Project Authority, who will consult with the proposed resource to decide on a return date for the scored tests;
- b) Read the texts that are written and assess the consistency between these texts and the scoring standard, and detailed rating scales that are provided in the scoring manual;
- c) Assess the quality of the texts that are provided;
- d) Indicate the ratings for the texts provided on a rating form that is supplied by the PPC;
- e) Add up the ratings from each page of the rating form and transcribe the totals into the appropriate boxes on the rating form;
- f) Check whether the calculations were done correctly and in accordance with the criteria that are provided in the scoring manual;

- g) Return the scored test and the completed rating form to the Project Authority on or before the test return date set along with properly completed invoice; and
- h) By phone, email or in person, report any unusual situation (missing pages, text too short, illegible writing, etc) to the Project Authority and attach a sheet clearly summarizing the problem to the copy of the test (see Appendix I (C) - Scorer's Form: Reporting Specific PPC Test Issues).

## **8. Return of Tests and Scoring Forms**

When the PPC gives a scorer a test for scoring, rescore or revision following the evaluation performed by one of the quality-control psychologists, the scorer must send via courier services or hand in, in person, the test and signed and dated feedback form to the Project Authority within a maximum of 5 working days. In exceptional circumstances only, the PPC reserves the right to approve an alternate method for handing in tests, provided the measure is temporary and does not compromise the security of protected materials. The PPC can also decide to allow a scorer additional time if they have a heavy scoring workload, i.e., more than 25 copies. If necessary, the scorer will be notified of the deadline and will have to agree to abide by it. Lastly, each time the scorer returns scored or rescored tests, the scorer will submit invoices to the Project Authority.

## **9. Rescores**

As a certified scorer, the proposed resource will occasionally be called upon to rescore tests that have been scored by other scorers, whenever this activity is requested by the Project Authority. The work to be performed is similar to that related to initial test scoring activities, except that the scorer must also complete a feedback form that will indicate:

- a) any elements that were missed (unnoticed errors or answers not related to the behavioural measures on the standardized scoring sheet) by the initial scorer; and
- b) the first scorer's degree of adherence to the standard scoring criteria that are provided in the manual (Appendix I Quality control (B) - Rescore Report).

## **10. Quality Control**

### **10.1. Overall Quality Control Requirements**

In order to standardize test scoring, the scorer shall contact the PPC whenever scoring questions are raised. In order to do so in a timely manner, the proposed resource must be able to receive and send emails.

The quality of the scorer's work will be verified at regular intervals by a PPC psychologist. If, during such verification, the PPC psychologist determines that the work quality does not meet the quality control standards that have been set, the proposed resource will be notified. Work will then be monitored for a period that is set by the PPC and will have to return to a level that meets quality control standards before the proposed resource(s) is reinstated as a certified scorer. The PPC reserves the right to terminate the certification of any scorer whose level of performance does not meet the quality standards that are set (see section 10.2 for further details).

The proposed resource(s) must be available during the period immediately following the return of scored tests to answer any questions by a PPC officer or to receive feedback from the latter on his/her scoring work.

## **10.2. Specific Quality Control Requirements**

A number of aspects of each scorer's work will be assessed by other experienced scorers and/or PPC psychologists. Appendix I (A) - Monitoring Reports, contains a full list of requirements, including, among other things that the exams be scored in accordance with the instructions that are provided in the scoring manual and that marks be transcribed onto, and calculated on, the pages of the scoring forms. When a quality control evaluation has been completed, the PPC returns the evaluated test and feedback form to the proposed resource(s), who shall review the rescored test while considering the feedback that is provided and incorporate the enclosed instructions into any subsequent scoring. In addition, the PPC psychologists shall, where necessary, meet with the scorers for quality control and/or feedback reasons.

In addition to maintaining a satisfactory quality standard in scoring tests, the proposed resource(s) must meet requirements pertaining to professional attitudes and behaviour, both in their exchanges with PPC employees and with other scorers. If a scorer demonstrates unprofessional behaviours or attitudes, the Project Authority will provide an initial verbal warning. If the scorer continues to display such behaviour, the Project Authority will send an official letter to the scorer concerned, in which the psychologist will clearly describe the observed attitude or behaviour problem. Following receipt of the letter, the scorer has seven (7) days to return a duly signed copy of the letter to the PPC, attesting that he is aware of its content. If the problem persists, a final letter will be sent to the scorer explaining PPC's decision to terminate the scorer's certification. It should be noted that unprofessional conduct has rarely been observed among scorers, as an atmosphere of respect and courtesy predominates on the PPC scorers' team.

Here is a list of behaviours the PPC deems professional:

a) Receptiveness to feedback:

Even when the scorer disagrees with the PPC psychologist's proposed recommendations, the scorer seeks to understand the psychologist's point of view, presents arguments respectfully and complies with the standardized test scoring procedure.

b) Cooperation with other scorers:

During a test scoring procedure training or review session, the scorer seeks to establish a consensus as to the scoring method without showing disrespect for the proposals and opinions of other scorers.

c) Cooperation with PPC staff:

The scorer understands the operational requirements communicated by the PPC Staff and agrees to comply with the established test distribution and return procedure. For example, keeping tests in order in the envelopes, placing scored tests in the designated protected filing cabinet, etc.

## **11. Contact Between Parties**

The businesses and/or individuals who are proposed on the list shall provide the PPC with a telephone number and an email address, where they can be reached most quickly in order to allocate work to them.

If a business is named on the list, the PPC will contact the business (and not the individuals who are proposed by the business) for all aspects related to work distribution. It is, therefore, the responsibility of the business to contact the individuals that it proposed to the PPC in terms of any schedules or special requests that may occur.

## **12. Time Limits for Scoring Work**

When a proposed resource is contacted by the PPC, he/she shall have four (4) hours (during the PPC's working hours, i.e., between 8:00 a.m. and 4:00 p.m.) in which to accept or turn down the work. For example, if the PPC contacts the individual at 3:00 p.m., the latter will have until 11:00 the next morning to get back to the PPC. However, the PPC reserves the right, should an operational emergency arise, to assign the work to the first available person. If the first person called does not get back to the PPC within the time that is specified or turns down the work, the PPC may then offer the work to another person on the list. Correspondingly, when a proposed resource does not get back to the PPC within the time that is specified or turns down the work, he/she will lose his/her turn in the distribution of the scoring work until the next rotation of the list.

Once the proposed resource has received their assigned work, they shall have five (5) working days, as determined in advance by the Project Authority, in which to complete the work and return them to the PPC.

### **13. Other Related Tasks**

The Project authority may ask the proposed resource(s) to offer other services related to the PPC activities in order to respond to needs that cannot be completely fulfilled by PPC employees. These services include, without limiting it to, the following functions:

- Research and statistical activities;
- Taking part to developmental modifications and up-to date activities related to measurement tools, related documentation, competency resource guides, etc;
- Taking part in project management; and
- Delivery of evaluation services related to accommodation measures, consultations, seminars, etc.

### **14. Roles and Responsibilities by the Parties**

#### **14.1. PPC**

The PPC shall provide any individual who is selected with the documents and training necessary in order to score the test in question. The PPC shall provide each scorer with the coordinates of the Project Authority and the Contracting Authority in case the scorer needs to contact the PPC.

The PPC shall manage all aspects of test distribution and keep the tests in a location that is accessible to the scorers so that they can collect and return the tests in person or by courier services. To this end, the PPC will provide each scorer with an identification card to access the building containing the E-Testing and Test Administration offices. Throughout the certification program, the PPC will be responsible for providing feedback (as required) to scorers using feedback forms that are completed during a rescore or for quality control purposes. Such feedback may be given orally or/and in writing.

#### **14.2. Proposed Resource(s)**

The proposed resource(s) shall be responsible for finding premises where the test scoring work can be done, respecting the “Protected” designation of the test material and results, and informing a PPC officer of any loss or breach of confidentiality of the test material as soon as possible. Furthermore, the proposed resource(s) shall meet the schedules previously agreed-upon with the Project Authority and inform the latter of any exceptional circumstances preventing them from meeting these schedules. The proposed resource(s) shall inform the coordinator of any anticipated absence or leave at least (4) weeks in advance in order to facilitate the distribution of the tests for scoring.

The proposed resource(s) shall score the tests in accordance with the instructions that are contained in the scoring manual, rescore tests as required and, at the request of the PPC, complete feedback forms for other scorers. During the certification process, the proposed resource(s) shall read, examine and incorporate the content of the points that are raised in the feedback into their subsequent scoring work.

### **15. Constraints**

The proposed resource(s) shall:

- acquire (at their expense), or obtain access to, recent editions of reference works such as dictionaries and (Canadian) grammar and style guides;
- acquire (at their expense) secure filing cabinet approved by the RCMP – as per section 22, Security Requirements;
- be responsible for finding premises where the test scoring work can be done, respecting the “Protected” designation of the test material and results;
- pick up and return scored tests and related material to ETTA offices located at 22 Eddy Street in Gatineau;

- be responsible for expenses to return tests material by courier services or in person, according to PSC standards and protocol and service delivery requirements; and
- have access to an email account.

**16. Deliverables**

The proposed resource(s) shall return scoring work within the schedules that are established by the PPC. These schedules shall be communicated when the tests for scoring are distributed and shall be based on the number of tests involved and the urgency of the request. The proposed resource(s) shall return the scored tests, rescore tests when asked to do so, complete and submit feedback.

**17. Travel**

Work for this contract will be in the National Capital Region (NCR) and it is not anticipated that there would be any need for travel. The PSC will not pay for travel within NCR.

**18. Training Session and Meetings**

The proposed resources shall attend training session, review-type professional development sessions or feedback sessions in person during the period of work as required by the PPC psychologists (if necessary), at the offices of the PSC at the following address: 22 Eddy, Gatineau, Québec (See Appendix G for further information).

**19. Long-Distance Telephone Expenses**

Canada shall not agree to pay long-distance telephone or facsimile expenses that are incurred under the conditions of this Standing Offer.

**20. Expenses Incurred to Collect and Return Test Material**

Canada shall not pay expenses that are incurred to collect and return test material to the PPC offices, by courier services or by any other method. Tests and material shall be sent in accordance with the rules for handling "Protected" material and the standards of the PPC.

Scorers have two options to return protected tests and related material either (1) hand delivered by the scorer or (2) by courier services.

- (1) Hand-delivered by the scorer

Scorers may deliver the material themselves by hand to the responsible PPC coordinator within the service delivery standards at the following address; scorers must contact the responsible PPC coordinator prior to returning the tests material to coordinate the date and time of delivery of material.

Public Service Commission of Canada  
Personnel Psychology Centre  
E-Testing & Test Administration Unit  
22 Eddy St, 11<sup>th</sup> floor  
Gatineau (Québec) K1A 0M7

- (2) By courier services

Scorers may return the material to PPC by courier services within the service delivery standards by following the instructions below:

- a) Wrap all the exams in groups of 25 or less with thick wrapping paper or in a first envelope (for few exams only).
- b) Once material is wrapped, mark « PROTECTED » on the front and the back of the wrapping paper or the first envelope or wrapping.



- c) Put wrapped exams in a second envelope or a box; boxes should be taped securely.
- d) Put the following PPC address on the envelope or on the box:  
Public Service Commission of Canada  
(C/O SCI)  
Personnel Psychology Centre  
(Shipping & Storage, 11th Floor, Room: 11-250)  
465, Industrial Avenue  
Ottawa (Ontario) K1G 0Z1  
Canada
- e) Make sure your return address appears on the upper left corner of outside envelope or box.
- f) Never return material by regular mail; always use a courier services which can provide a tracking number.
- g) Before sending the material, advise (phone or email) the coordinator of the E-Testing and Test Administration Unit so PPC can take note of the time the exams are being sent out.

## **21. Official Languages**

The services specified within Appendix “D” – Statement of Work are required in either the English or French language.

## **22. Security Requirements**

- 22.1 The Contractor personnel requiring access to sensitive information or assets at the Protected B level and where access to the site(s) is required, must EACH hold a valid RELIABILITY STATUS, granted or approved by the PSC.
- 22.2 The Contractor shall pick up and return the paper-based data in one of two ways:
  - a) In person, or,
  - b) It may be received at their work location (home) or sent from home by courier services.A signature is required in every case.
- 22.3 Running PROTECTED documents through automated or electronic data processing devices in the contractor’s establishment is NOT authorized under this contract.
- 22.4 All PROTECTED documents must be stored in containers approved for that purpose by the Royal Canadian Mounted Police (RCMP) and access must be limited to those individuals who have a need to know.
- 22.5 Security Services may visit at a mutually agreed time the Contractor's work location (home) to ensure that the proper security measures are being met as per guideline 22.4 above.
- 22.6 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the PSC.
- 22.7 a) At all times during contract delivery, all contractor employees must hold current Designated Organization Screening (DOS) certification, as well as approved PROTECTED B-level records protection rating, issued by Public Works and Government Services Canada’s Canadian and International Industrial Security Directorate.

### **OR**

- b) The contractor must comply with the basic conditions of the Policy on Government Security (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>) and hereby commits to obtain DOS certification from PWGSC within one (1) year from the date of Standing Offer award. The tests must be stored in a secure filing cabinet for that purpose, and access must be limited to those with a need to know. PSC may suspend the contractor’s Standing Offer if DOS certification is not obtained within the year.

**Approved secure filing cabinet is:**

Model: **050-62200**

Specification: **ACOPS/CCSM 125/12** - 2-drawer cabinet

Standing Offer: E60HN-12CABV

Standing Offer holder: Dasco Storage Solutions

**Overall Dimensions:**

Height: 26.625”

Width: 18.00”

Depth: 28.250”



For procedures and form, see **APPENDIX “M” – Registering Document for Equipment Purchase: Procedures and 5-A Form**

If the contractor already has a secure filing cabinet comparable to the above, the contractor **must** provide the PSC with detailed information on the cabinet, such as a copy of the invoice, and the PSC will determine whether the filing cabinet is an acceptable alternative.

The Contractor and his personnel must comply with the provisions of the:

- a. Justice Canada – Security of Information Act (Latest Edition); and
- b. Industrial Security Manual (Latest Edition).

**23. Confidentiality and documents**

- 23.1. The Contractor shall keep confidential all information provided to the Contractor by, or on behalf of, Canada in connection with the Work, including any information that is confidential or proprietary to third parties. The Contractor shall not disclose any such information to any person without the written permission of the PSC, except that the Contractor may disclose to a subcontractor authorized by the PSC information necessary for the performance of the Subcontract, on the condition that the subcontractor agrees that it will be used solely for the purposes of such Subcontract. Information provided to the Contractor by, or on behalf of, the Crown shall be used solely for the purpose of the Standing Offer and shall remain the property of the Crown or the third party, as the case may be. Unless the Standing Offer explicitly allows otherwise, the Contractor shall deliver to the Crown all such information, together with every copy, draft, working paper and note that contains such information, upon completion or termination of the Standing Offer or at any earlier time.
- 23.2. Where the Crown assigns the PROTECTED security classification to the Standing Offer, the Work or information mentioned in paragraph 23.1, Bidders shall, at all times, take all measures reasonably necessary for the safeguarding of the material so identified, including those outlined in the Industrial Security Manual of Public Works and Government Services Canada and its supplements, as well as in any other instructions issued by the PSC.

- 23.3 Without limiting the generality of paragraphs 23.1 and 23.2, when the Standing Offer, the Work or any information mentioned in paragraph 23.1 is assigned the classification PROTECTED by the Crown, the PSC shall be entitled to inspect, for security purposes, the premises of the Contractor and his/her Subcontractors at any time during the term of the Standing Offer. The Contractor shall also comply with, and ensure that all Subcontractors comply with, all written instructions issued by the PSC dealing with the material so identified, including any requirement that employees of the Contractor and his/her Subcontractors execute and deliver declarations relating to reliability screenings, security clearances and other such procedures.

**24. Limits on the Use of Documents by the Crown**

- 24.1 The Contractor acknowledges and agrees that all documents and information provided by the Crown under this current Standing Offer and Call-Ups remain the exclusive property of the Crown, and may not be shared with any third party (public or private) or used for any purpose other than those provided by this Standing Offer and Call-Ups without the express written permission of the PSC.
- 24.2 These documents and information include, but are not limited to, the assessment tools, all supporting documents provided to help with the scoring of the assessment tools, and during training sessions conducted for this Standing Offer and its Call-Ups.

**25. Intellectual Property**

All intellectual property rights resulting from the delivery of the services described herein shall devolve to the Contractor, except that which is specifically indicated in this Standing Offer.

## APPENDIX "E"

### General Conditions – Standing Offers – Goods or Services

- 01 Interpretation
- 02 General
- 03 Standard Clauses and Conditions
- 04 Bid
- 05 Call-ups
- 06 Withdrawal
- 07 Revision
- 08 Disclosure of Information

#### 01 Interpretation

In the Standing Offer, unless the context otherwise requires,

"Call-up" means an order issued by the Call-up Authority duly authorized to issue a Call-up against a particular Standing Offer. Issuance of a Call-up to the Bidder constitutes acceptance of its Bid and results in the creation of a contract between Her Majesty the Queen in right of Canada and the Bidder for the goods, services or both described in the Call-up;

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Public Service Commission;

"Bidder" means the person or entity whose name appears on the signature page of the Standing Offer and who bids to provide goods, services or both to Canada under the Standing Offer;

"Standing Offer" means the written bid from the Bidder, the clauses and conditions, these general conditions, Appendixes and any other document specified or referred to as forming part of the Standing Offer;

"Standing Offer Authority" means the person designated as such in the Standing Offer, or by notice to the Bidder, to act as the representative of Canada in the management of the Standing Offer.

#### 02 General

The Bidder acknowledges that a Standing Offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any goods, services or both listed in the Standing Offer. The Bidder understands and agrees that Canada has the right to procure the goods, services or both specified in the Standing Offer by means of any other contract, Standing Offer or contracting method.

#### 03 Standard Conditions and Clauses

Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16, the clauses and conditions identified in the Standing Offer by number, date and title are incorporated by reference and form part of the Standing Offer and any contract resulting from the Standing Offer as though expressly set out in the Standing Offer and resulting contract.

#### 04 Bid

1. The Bidder offers to provide and deliver to Canada the goods, services or both described in the Standing Offer, in accordance with the pricing set out in the Standing Offer as and when the PSC may request such goods, services or both, in accordance with the conditions listed at sub-section 2 below.
2. The Bidder understands and agrees that:
  - (a) a Call-up against the Standing Offer will form a contract only for those goods, services, or both, which have been called-up, provided that such Call-up is made in accordance with the provisions of the Standing Offer;

- (b) Canada's liability is limited to that which arises from Call-ups against the Standing Offer made within the period specified in the Standing Offer;
- (c) the Standing Offer cannot be assigned or transferred in whole or in part;
- (d) the Standing Offer may be set aside by Canada at any time.

#### **05 Call-ups**

If applicable, the PSC will use the form specified in the Standing Offer to order goods, services or both. Goods, services or both may also be ordered by other methods such as telephone, facsimile or electronic means. With the exception of Call-ups paid for with a Government of Canada acquisition card (credit card), Call-ups made by telephone must be confirmed in writing on the document specified in the Standing Offer.

Call-ups against the Standing Offer paid for with the Government of Canada acquisition card (credit card) at point of sale must be accorded the same prices and conditions as any other Call-up.

#### **06 Withdrawal**

In the event that the Bidder wishes to withdraw the Standing Offer after authority to Call-up against the Standing Offer has been given, the Bidder must provide no less than thirty (30) days written notice to the Standing Offer Authority, unless specified otherwise in the Standing Offer. The thirty (30) day period will start upon receipt of the notification by the Standing Offer Authority and the withdrawal will be effective at the expiry of that period. The Bidder must fulfill any and all Call-ups which are made before the expiry of that period.

#### **07 Revision**

The period of the Standing Offer may only be extended, or its usage increased, by the Standing Offer Authority issuing a revision to the Standing Offer in writing.

#### **08 Disclosure of Information**

The Bidder agrees to the disclosure of its Standing Offer unit prices or rates by Canada, and further agrees that it will have no right to claim against Canada, the PSC, their employees, agents or servants, or any of them, in relation to such disclosure.

## APPENDIX “F”

### Standard Instructions - Request for Standing Offers – Goods or Services – Competitive Requirements

#### Code of Conduct for Procurement

- 01 Standard Instructions, Clauses and Conditions
- 02 Definition of Bidder
- 03 Submission of Bids
- 04 Late Bids
- 05 Legal Capacity
- 06 Rights of Canada
- 07 Vendor Performance
- 08 Price Justification
- 09 Bid Costs
- 10 Conduct of Evaluation
- 11 Joint Venture
- 12 Conflict of Interest - Unfair Advantage
- 13 Entire Requirement
- 14 Further Information

To comply with the [Code of Conduct for Procurement](#), Bidders must respond to Requests for Standing Offers (RFSOs) in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the RFSO and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the contract.

To ensure fairness, openness and transparency in the bidding process, payment of a contingency fee by any party to a contract to a person to whom the *Lobbyists Registration Act*, R.S. 1985, c. 44 (4th Supplement) applies is prohibited.

By submitting a bid, the Bidder certifies that it meets the above requirements.

Bidders further understand that the commission of certain offences may render them ineligible to be awarded a contract. By submitting a bid, the Bidder declares that it has never been convicted of an offence under Section 121 (*Frauds on the government and Contractor subscribing to election fund*), Section 124 (Selling or Purchasing Office), Section 380 (*Fraud committed against Her Majesty*) or Section 418 (*Selling defective stores to Her Majesty*) of the Criminal Code of Canada, or under paragraph 80(1)(d) (*False entry, certificate or return*) subsection 80(2) (*Fraud against Her Majesty*) or Section 154.01 (*Fraud against Her Majesty*) of the *Financial Administration Act*.

#### 01 Standard Instructions, Clauses and Conditions

Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16, the instructions, clauses and conditions identified in the RFSO, Standing Offer and resulting contract(s) by number, date and title are incorporated by reference into and form part of the RFSO, Standing Offer and resulting contract(s) as though expressly set out in the RFSO, the Standing Offer and the resulting contract(s).

#### 02 Definition of Bidder

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a Standing Offer to bid goods, services or both under a Call-up resulting from a Standing Offer. It also includes the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

### **03 Submission of Bids**

1. Canada requires that each bid, at closing date and time or upon request from the Standing Offer Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 11.
2. It is the Bidder's responsibility to:
  - (a) obtain clarification of the requirements contained in the RFSO, if necessary, before submitting a bid;
  - (b) prepare its bid in accordance with the instructions contained in the RFSO;
  - (c) submit by closing date and time a complete bid;
  - (d) send its bid only to the PSC as specified on page 1 of the RFSO or to the address specified in the RFSO;
  - (e) ensure that the Bidder's name, return address, and RFSO number are clearly visible on the envelope or the parcel(s) containing the bid; and,
  - (f) provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFSO.
3. If Canada has provided Bidders with multiple formats of a document (for example, a document may be downloaded through the Government Electronic Tendering Service (GETS) but may also be made available on CD-ROM through GETS), the format downloaded through GETS will take precedence. If Canada posts an amendment to the RFSO revising any documents provided to Bidders in multiple formats, Canada will not necessarily update all formats to reflect these revisions. It is the Bidder's responsibility to ensure that revisions made through any RFSO amendment issued through GETS are taken into account in the alternate formats it uses of RFSO documents.
4. Bids will remain open for acceptance for a period of not less than ninety (90) days from the closing date of the RFSO, unless specified otherwise in the RFSO. Canada reserves the right to seek an extension of the bid validity period from all responsive Bidders in writing. If the extension is accepted by all responsive Bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive Bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the RFSO.
5. Bids and supporting information may be submitted in either English or French.
6. Bids received on or before the stipulated RFSO closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to the provisions of the *Access to Information Act*, R.S. 1985, c. A-1 and the *Privacy Act*, R.S. 1985, c. P-21.
7. Unless specified otherwise in the RFSO, Canada will evaluate only the documentation provided with a Bidder's bid. Canada will not evaluate information such as references to Website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

### **04 Late Bids**

The PSC will return bids delivered after the stipulated RFSO closing date and time.

## **05 Legal Capacity**

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Standing Offer Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Bidders submitting a bid as a joint venture.

## **06 Rights of Canada**

Canada reserves the right to:

- (a) reject any or all bids received in response to the RFSO;
- (b) enter into negotiations with Bidders on any or all aspects of their bids;
- (c) authorize for utilization any bid in whole or in part without negotiations;
- (d) cancel the RFSO at any time;
- (e) reissue the RFSO;
- (f) if no responsive bids are received and the requirement is not substantially modified, reissue the RFSO by inviting only the Bidders who submitted a bid to resubmit bids within a period designated by Canada; and,
- (g) negotiate with the sole responsive Bidder to ensure best value to Canada.

## **07 Vendor Performance**

1. Other than has already been specified herein, Canada may reject a bid where any of the following circumstances is present:
  - (a) the Bidder, or any employee or subcontractor included as part of the bid, has been convicted under Section 121 (*Frauds on the government & Contractor subscribing to election fund*), Section 124 (*Selling or purchasing office*), Section 380 (*Fraud committed against Her Majesty*) or Section 418 (*Selling defective stores to Her Majesty*) of the Criminal Code or under paragraph 80(1)(d) (*False entry, certificate or return*) subsection 80(2) (*Fraud against Her Majesty*) or Section 154.01 (*Fraud against Her Majesty*) of the *Financial Administration Act*;
  - (b) the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which renders the Bidder ineligible to submit a bid for the requirement;
  - (c) an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which would render that employee or subcontractor ineligible to submit a bid for the requirement, or the portion of the requirement the employee or subcontractor is to perform;
  - (d) with respect to current or prior transactions with the Government of Canada:
    - (i) the Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
    - (ii) evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of the bid;
    - (iii) Canada has exercised its contractual remedies of suspension or termination for default with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of the bid;



- (iv) Canada determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder performed the Work in accordance with contractual clauses and conditions, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
- 2. Where Canada intends to reject a bid pursuant to a provision of subsection 1, other than 1.(b), the Standing Offer Authority will so inform the Bidder and provide the Bidder ten (10) days within which to make representations, before making a final decision on the bid rejection.

## **08 Price Justification**

In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price justifications:

- (a) a current published price list indicating the percentage discount available to Canada; or
- (b) a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- (c) a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- (d) price or rate certifications; or
- (e) any other supporting documentation as requested by Canada.

## **09 Bid Costs**

No payment will be made for costs incurred in the preparation and submission of a bid in response to the RFSO. Costs associated with preparing and submitting a bid, as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

## **10 Conduct of Evaluation**

- 1. In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:
  - (a) seek clarification or verification from Bidders regarding any or all information provided by them with respect to the RFSO;
  - (b) contact any or all references supplied by Bidders to verify and validate any information submitted by them;
  - (c) request, before issuance of any Standing Offer, specific information with respect to Bidders' legal status;
  - (d) conduct a survey of Bidders' facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the RFSO;
  - (e) correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the RFSO; in the case of error in the extension of prices, the unit price will govern.
  - (f) verify any information provided by Bidders through independent research, use of any government resources or by contacting third parties;
  - (g) interview, at the sole costs of Bidders, any Bidder and/or any or all of the resources proposed by Bidders to fulfill the requirement of the RFSO.

## **11 Joint Venture**

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to submit a bid together on a requirement. Bidders who submit a bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
  - (a) the name of each member of the joint venture;
  - (b) the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
  - (c) the name of the joint venture, if applicable.
2. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Standing Offer Authority.
3. The bid and any resulting Standing Offer must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Standing Offer Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFSO and any resulting Standing Offer. If a Standing Offer is issued to a joint venture, all members of the joint venture will be jointly and severally or solidarity liable for the performance of any contract resulting from a Call-up against the Standing Offer.

## **12 Conflict of Interest - Unfair Advantage**

1. In order to protect the integrity of the procurement process, Bidders are advised that Canada may reject a bid in the following circumstances:
  - (a) if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the RFSO;
  - (b) if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the RFSO that was not available to other Bidders and that would, in Canada's opinion, give the Bidder an unfair advantage.
2. The experience acquired by an Bidder who is providing or has provided the goods and services described in the RFSO (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.
3. Where Canada intends to reject a bid under this section, the Standing Offer Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Standing Offer Authority before the RFSO closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest or unfair advantage exists.

## **13 Entire Requirement**

The RFSO contains all the requirements relating to the solicitation. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the RFSO. Bidders should also not assume that their existing capabilities meet the requirements of the RFSO simply because they have met previous requirements.

**14 Further Information**

For further information, Bidders may contact the Standing Offer Authority identified in the RFSO.

**APPENDIX “G”**  
**Basis of Payment**

Solicitation No: \_\_\_\_\_ Bidder: \_\_\_\_\_

Name of Proposed resource: \_\_\_\_\_

For a bid to be deemed financially responsive, the Bidder must propose a firm overall all-inclusive price for EACH point (including items 01 to 02 and the per diem rate for item 03) below, NONE of which may exceed the corresponding MAXIMUM overall all-inclusive price and the per diem rate specified below. Any financial bid which exceeds the maximum indicated herein or which does not propose a price for each item shall be deemed non responsive and shall automatically be rejected.

**1. Payment Schedule for Specified Assessment Services**

The Bidder proposes the following Payment Schedule for scoring specified commonly used assessment tools (completing all applicable tasks specified in Appendix “D” Statement of Work) for the Period of the Standing Offer, and the option periods. Proposed prices must not exceed the Maximum Firm All-inclusive prices specified in the far right column.

Item	Assessment Tool	Bidder Proposed Firm All-inclusive Price per test	Maximum Firm All-inclusive Price test
01	Written Communication Test (WCT)	____(insert price)____	\$33
02	Written Communication Exercise (WCE)	____(insert price)____	\$33

N.B.: the time required to score a test is related to several factors, including the person’s experience in scoring tests, scoring rate and the length of both the answers provided by the candidate and the test itself. In general, an experienced scorer will take about 45 to 1 hour to score a WCT or WCE. The firm all-inclusive price per test includes test scoring and rescoring including the time spent completing feedback sheets during each rescore.

**Additional or Revised Tests**

The rates and charges for each activity are also applicable to additional or revised tests that are comparable. Consequently, the firm charge per test that is proposed by the Bidder will be used for additional or revised tests that are comparable.

**2. Other Services per Diem Rate**

The Bidder proposes the following firm all-inclusive per diem rate for other services not included in Items 01 and 02 for the Period of the Standing Offer, and the option periods. A proposed per diem rate must not exceed the Maximum Firm All-inclusive per Diem Rate specified in the far right column.

Item	Other Services	Bidder Proposed Firm All-Inclusive Per Diem Rate	Maximum Firm All-Inclusive Per Diem Rate
3	Other Services not included in Items 01 & 02 (such as scoring a newly developed test, participating in pilot study as subject matter experts, etc.)	____(insert price)____	\$285

A proposed payment rate for Items 01, 02 and 03 that exceeds the maximum specified will make the proposal non-compliant. The Bidder may offer less than the maximum payment and rate for Items 01, 02 and 03.

Offered payment rates must be inclusive of all overhead, material, profit, payroll, administrative costs, and other costs except for GST/QST/PST/HST.

**The Bidder should indicate which tax it will be charging the PSC:**

Tax: ( \_\_\_\_\_ %)

**Definition of prorating a day:**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked (“Days worked”, in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{Days worked} = \text{Hours Worked divided by 7.5 hours per day}$$

**3. Payment Schedule for Training Sessions**

The following payment schedule will apply for training sessions of the durations specified for the Period of the Standing Offer, including option periods.

Item	Training Session and Practice Tests	Firm All-Inclusive Payment
04	Phase I: In-class training session and practice tests * - In-class training and scoring exercises: 30\$ per hour, for a maximum of \$300. - Completion of 4 practice tests: 45\$ per test, for a maximum of \$180.	\$480
05	Phase II: Scoring of current tests	\$33 per test scored
06	Other training sessions	\$30 per hour

\*Proposed resources that do not fully complete Phase I of the certification program will be paid only for each activity completed, to a maximum of \$480.

The rates stated within this RFSO are subject to increase at anytime following Standing Offer award. Only the PSC can determine if the rates should be increased. In the event of a rate increase the changes shall be effected by a standing offer amendment and the rates proposed by the Bidder will be prorated accordingly.

**4. Cancelling the Work Authorization**

Without restricting any other terms and conditions, any Work Authorization may be cancelled in whole or in part by the Project Authority by giving a verbal or written notice to the Standing Offer Holder.

APPENDIX "H"

Security Requirements Check List (SRCL)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat D1120-14-8002
Security Classification / Classification de sécurité UNCLASSIFIED

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 Public Service Commission of Canada	2. Branch or Directorate / Direction générale ou Direction SASB	
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 Test scoring services for written communication assessment tool		
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 type="checkbox"/> No / Non <input checked="" 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 checked="" 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 type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" 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 UNCLASSIFIED
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**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 / Non  Yes / 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 / Non  Yes / 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 COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

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

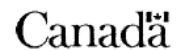
**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

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 / Non  Yes / 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 / Non  Yes / Oui

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







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**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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

**APPENDIX "I"**

**Quality Control**

**(A) Monitoring Report**

**(B) Rescore Report**

**(C) Scorer's Form: Reporting Specific PPC Test Issues**

(A) MONITORING REPORT

Written Communication Test (WCT) & Written Communication Exercise (WCE)

Scorer's Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Test Number & Version: \_\_\_\_\_

Psychologist Assigned to QC: \_\_\_\_\_

Candidate's Last Name: \_\_\_\_\_

**RATING OF WRITING MECHANICS:** accurate evaluation of application of basic grammar, spelling and punctuation rules; no points missed or rated inappropriately

<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
General comments:	
Specific comments: critical incidents	
Missed:	To discuss or inappropriate:
Corrective action(s) recommended or positive comments:	

**CONTENT RATING:** accurate evaluation of extent to which main ideas were identified in text; no points missed or rated inappropriately

<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
General comments:	
Specific comments: critical incidents	
Missed:	To discuss or inappropriate:
Corrective action(s) recommended or positive comments:	

**RATING OF STYLE (STRUCTURE, USAGE AND CONCISION):** accurate evaluation of structure (organization and linkage of ideas expressed in summary), usage (quality of choice of words used to convey ideas expressed in text) and concision (ability to express ideas in text briefly and succinctly); no points missed or rated inappropriately.

<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
General comments:	
Specific comments: critical incidents	
Missed:	To discuss or inappropriate:
Corrective action(s) recommended or positive comments:	

<p><b><u>Transcription:</u></b></p> <p>Accurate transcription of codes and points from manual to rating sheet and on answer sheets submitted.</p>	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
<p><b><u>Addition:</u></b></p> <p>No errors in calculating points for answer sheets and performance summary page.</p>	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

<b>Psychologist assigned to the monitoring</b>	<b>Email/Telephone</b>
<b>Monitoring date</b>	<b>Feedback date</b>
<b>Scorer's signature</b>	<b>Date of review (by the scorer)</b>

**PLEASE RETURN THIS FORM AND THE CORRESPONDING TEST  
TO THE PPC WITHIN ONE WEEK OF RECEIPT**

**(B) RESCORE REPORT**

**Written Communication Test (WCT) & Written Communication Exercise (WCE)**

Scorer's Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Test Number & Version: \_\_\_\_\_

Candidate's Last Name: \_\_\_\_\_

**RATING OF WRITING MECHANICS: accurate evaluation of application of basic grammar, spelling and punctuation rules; no points missed or rated inappropriately**

General comments: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
Specific comments: critical incidents	
Missed:	Inappropriate:
Corrective action(s) recommended:	

**CONTENT RATING: accurate evaluation of extent to which main ideas were identified in text; no points missed or rated inappropriately**

General comments: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
Specific comments: critical incidents	
Missed:	Inappropriate:
Corrective action(s) recommended:	

**RATING OF STYLE (STRUCTURE, USAGE AND CONCISION) accurate evaluation of structure (organization and linkage of ideas expressed in summary), usage (quality of choice of words used to convey ideas expressed in text) and concision (ability to express ideas in text briefly and succinctly); no points missed or rated inappropriately**

General comments: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
Specific comments: critical incidents	
Missed:	Inappropriate:
Corrective action recommended	

<b><u>Transcription:</u></b> (accurate transcription of codes and scores from manual to rating sheet and on answer sheets submitted)	Comments: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
<b><u>Addition:</u></b> (no errors in calculating points for each item, for each page of scoring sheet or on performance summary page)	Comments: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

Other comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rescored by (signature): \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM AND THE CORRESPONDING TEST TO THE PPC  
WITHIN THE TIME INDICATED BY THE TEST SERVICES COORDINATOR**

**(C) SCORER'S FORM:**  
**Reporting Specific PPC Test Issues**

<i>Section A: to be completed by the scorer</i>		
<i>Please place this completed form on top of the test. Do not send electronically.</i>		
Scorer's name:	Date of scoring:	
Candidate's name:	Test	Selection process #:
Description of the problem:		
Scorer's signature:	Test returned to the PPC on:	
<i>Section B: to be completed by the PPC coordinator</i>		
Coordinator who received the test:	Signature:	
Comments (if needed):		

*Note to the coordinator: the original copy of this form should be kept in the candidate's file and a photocopy must be given to the psychologist responsible for the quality control of tests.*

**APPENDIX “J”  
RESOURCE INFORMATION SHEET**

**The Bidder MUST include a completed Resource Information Sheet for every proposed resource in its Technical Proposal.**

---

**Name of proposed resource:** \_\_\_\_\_

**Area(s) of specialization of the proposed resource:** \_\_\_\_\_

---

**Identify in which language Stream the proposed resource wishes to offer its services, as per the Language Certification (section 1.6 of Part 4) signed by the Bidder:**

**Stream A: French**

**Stream B: English**

---

**Identify the gender of the proposed resource (OPTIONAL)**

**Male**

**Female**

---

**Identify in which of the following Employment Equity groups the proposed resource wishes to self-identify, if applicable. The proposed resource may identify himself/herself in more than one designated group (OPTIONAL):**

**Aboriginal**

**Person with a Disability**

**Member of a Visible Minority**

---

**Identify with which of the following Employment Equity group(s) the proposed resource has assessment work experience (OPTIONAL):**

**Aboriginal**

**Person with a Disability**

**Member of a Visible Minority**

---



## APPENDIX “K”

## Proposed Template for RFSO mandatory and rated requirements of the Technical Bid

**MANDATORY REQUIREMENTS**

Each proposal will be evaluated in accordance with the following mandatory requirements on a ‘meet’ or ‘do not meet’ basis. Proposals that fail to meet ALL the following mandatory requirements will be deemed non-compliant and the proposed resources will not be evaluated.

In the table below, provide a short description and indicate clearly the section and page number where the information can be located in your technical bid or résumé if appropriate.

Item #	Mandatory Requirement	Reference information: Section # and Page #
MR1	<p>A completed and signed “Proposal to the Public Service Commission Bidder Information and Authorization” form as provided on Page 4 of this solicitation document <b>must</b> be included in the technical proposal portion of the proposal. The Bidder’s signature indicates acceptance of the terms and conditions set out herein.</p> <p>If the completed and signed form is not provided, Contractors will be provided 72 hours (three working days) to provide the form. If the form is not provided in the 72 hours, the proposal will be considered non-compliant.</p>	
MR2	<p>Duly completed and signed copies of all the certification clauses set out in Part 4 (“CERTIFICATIONS”) of the present RFSO <b>must</b> accompany the “technical proposal” portion of the proposal.</p> <p>Bidders who fail to provide completed and signed copies with their proposal will be given 72 hours (three working days) to do so. Failure to provide the copies within 72 hours will result in the proposal being deemed non-compliant.</p>	
MR3	<p>Bidders <b>must</b> specify the stream for which they are submitting for each proposed resource.</p>	
MR4	<p>Bidders <b>must</b> provide a detailed résumé for each proposed resource.</p> <p>Bidders who do not submit copies of résumé for each proposed resource will have 72 hours (three business days) to provide them. If the copies are not provided within the 72 hours, the proposal will be deemed non-compliant.</p>	
MR5	<p>The Bidder <b>must</b> submit a completed Appendix “J” – Resource Information Sheet for <b>EACH</b> proposed resource.</p> <p>Bidders who do not submit the copies duly completed with their proposals will have 72 hours (three business days) to provide them. If the copies are not provided within the 72 hours, the proposal will be deemed non-compliant.</p>	
MR6	<p>The Bidder <b>must</b> submit with its technical proposal, completed Appendix “L” – Confidentiality Policy and Agreement signed by each resource.</p> <p>Bidders who do not submit the copies duly completed and signed with their proposals will have 72 hours (three business days) to provide them. If the copies are not provided within the 72 hours, the proposal will be deemed non-compliant</p>	

**RATED REQUIREMENTS**

Each proposed resource will be evaluated on the basis of the following rated requirement, independently of other proposed resources in the proposal. In the table below, provide a short description and indicate clearly the section and page number where the information can be located in your technical bid or résumé if appropriate.

Item #	Rated Requirement	Provide a brief description and reference information (section and page #)
<b>RR1</b>	<b>EDUCATION</b> Bidders should indicate the highest diplomas obtained by each proposed resource.  Bidders should specify the diploma, the year it was issued, as well as the institution, province and country of issuance, and provide the title and a short description of the diploma or certificate received.  The Bidder <b>should</b> provide documentation for each proposed resource (such as a copy of diploma) to confirm education.	

<p><b>RR2</b></p>	<p><b>SCORING EXPERIENCE</b></p> <p>Bidders should demonstrate that the proposed resource possesses test scoring experience.</p> <p>To fully demonstrate the proposed resource’s experience, Bidders should provide the title of the test; a description of the type of test, the type of rating scale and scoring method used, and the number of tests scored for each test.</p> <p>The total of tests scored for each sub-section will be added to calculate the overall mark for the scoring experience.</p> <p><u>Example of a detailed scoring experience for part (a):</u></p> <p><i>Essay type tools using rating scale or scoring guide: In-Basket Exercise is a standardized assessment tool developed by Assessment 101 Ltd, which assessed overall ability to manage. Participants must respond in writing to 20 items simulating real events on the job. The actions taken are rated according to standardized scoring guide, using a scale of 1 to 5 measuring the level of effectiveness. The sum of the ratings on 3 specific managerial competencies (leadership, financial management, and communication) gives the participant's rating on their overall ability to manage. The overall score can vary from 0 to 15. The cut-off score is based on the ability required by the position. Overall, I have scored 94 tests.</i></p> <p>For this experience, 15 points would be awarded for part (a).</p>	<p><b>(a) <u>Essay-type tools using rating scale or scoring guide</u></b></p> <p><b>(b) <u>Assessment tools using rating scales or scoring guide excluding Essay-type tools</u></b></p>
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<p><b>RR3</b></p>	<p><b>YEARS OF SCORING EXPERIENCE</b></p> <p>Bidders should demonstrate that the proposed resource possesses full time experience in test scoring.</p> <p>To fully demonstrate the proposed resource’s experience, Bidders should list all the tests scored during cumulative number of years of experience at full time by providing the title of each test, a brief description, the type of rating scale and scoring method.</p> <p>The cumulative numbers of years of full time experience scored for each sub-section will be added to calculate the overall mark for the years of scoring experience.</p> <p><u>Example of a detailed scoring experience for part (a):</u></p> <p><i>Essay type tools using rating scale or scoring guide: From February 2012 to February 2014, for a total of 2 years on a full time basis, I scored In-Basket Exercises and Written Communication Tests both standardized assessment tool developed by Assessment 101 Ltd. The In-Basket Exercise assesses overall ability to manage. Participants must respond in writing to 20 items simulating real events on the job. The actions taken are rated according to a standardized scoring guide, using a scale of 1 to 5 measuring the level of effectiveness. The sum of the ratings on 3 specific managerial competencies gives the individual's rating on their overall ability to manage. The overall score can vary from 0 to 15. The cut-off score is based on the ability required by the position. The Written Communication Test assesses an individual's ability to write in a clear and concise manner. Individual read a text then prepare a summary which covers the major points contained in the text. The scoring takes into consideration the mechanics of writing, content and style. Using a standardized scoring grid, points are deducted for errors in grammar, spelling and punctuation, and allotted for content coverage and for appropriate use of style. The cut-off score can be based on the level of skill required for the position.</i></p> <p>For this experience, 15 points would be awarded for part (a).</p>	<p><b>(a) <u>Essay-type tools using rating scale or scoring guide</u></b></p> <p><b>(b) <u>Assessment tools using rating scales or scoring guide excluding Essay-type tools</u></b></p>
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<p><b>RR4</b></p>	<p><b>EXPERIENCE IN EDITING WRITTEN TEXT</b></p> <p>Bidders should demonstrate that the proposed resource possesses the cumulative number of years of experience in editing professional written text in a business context.</p> <p>To fully demonstrate the proposed resource's experience, Bidders should provide description of the professional context in which text edition was performed, who was the requestor, description of type of text to be edited.</p>	
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**APPENDIX “L”**  
**Confidentiality Policy and Agreement**

WHEREAS the undersigned has been hired by the Public Service Commission of Canada (PSC) to perform work duties for the PSC;

AND WHEREAS the undersigned, in carrying out the duties, may have access to sensitive and/or proprietary information (“Information”);

THEREFORE, the undersigned undertakes and agrees as follows:

1. The undersigned agrees to treat as confidential the Information communicated to him/her and agrees not to disclose the Information to any other person.
2. The confidentiality obligation imposed by section 1 shall not apply where:
  - (a) the Information was known to the undersigned prior to disclosure by PSC;
  - (b) the Information is, at time of disclosure, part of the public domain;
  - (c) the Information, after the time of disclosure, becomes part of the public domain other than by disclosure by the undersigned;
  - (d) the Information is the same as information that has come to the undersigned by a third party who is not under a similar agreement or obligation of confidentiality to PSC;
  - (e) the undersigned is required to disclose the Information by law, including pursuant to an order of a court of competent jurisdiction; or
  - (f) PSC has approved the disclosure of the Information.

IN WITNESS WHEREOF the undersigned has executed this undertaking this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

*THE UNDERSIGNED*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name (print)**

\_\_\_\_\_  
**Date**

## APPENDIX “M”

### Registering Document for Equipment Purchase: Procedures and 5-A Form

#### **PROCEDURES**

To purchase a secure filing cabinet, the Bidder and his proposed resources must:

- Contact the Industrial Security Program (ISP) at 1-866-368-4646 or by e-mail at [ssi-iss@tpsgc-pwgsc.gc.ca](mailto:ssi-iss@tpsgc-pwgsc.gc.ca) and indicate that you need to purchase a secure filing cabinet.
- Fill in the Registering Document for Equipment Purchase form, Annex 5-A.
- Return form to the Contracting Authority – See address on page 1.
- Once you and your proposed resources receive your secure filing cabinet, send by mail or a scan copy of the invoice to the Contracting Authority.

**NOTE:** The PSC will not delay the issuance of any Standing Offer to allow Bidders to obtain the required clearance or the required filing cabinet.

#### **Approved secure filing cabinet is:**

Model: **050-62200**

Specification: **ACOPS/CCSM 125/12** - 2-drawer cabinet

Standing Offer: E60HN-12CABV

Standing Offer holder: Dasco Storage Solutions

#### **Overall Dimensions:**

Height: 26.625”

Width: 18.00”

Depth: 28.250”





Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada



**ANNEX 5-A**

**REGISTERING DOCUMENT FOR EQUIPMENT PURCHASE**

**FROM (COMPLETE MAILING ADDRESS)      FROM (COMPLETE SHIPPING ADDRESS)**

Street:  
City:  
Prov/State:  
Postal/Zip Code:  
Country:

Contact:

Date:  
Tel. Number:

ITEM NUMBER/NSN*	DESCRIPTION DATA PER LIST	PRICE	QTY

\* NATO Stock Number

**TERMS AND CONDITIONS**

**Suspected/Actual Compromise:**

All suspected or actual compromises of security equipment experienced by authorized users are to be reported IMMEDIATELY to the Canadian Industrial Security Directorate.

**Equipment Approval Level Changes:**

Authorized users will be notified by their FISO of any changes to the level of classification, ie. upgrading/downgrading of equipment.

**Maintenance:**

The RCMP, in tandem with the FISO, are to provide maintenance of security equipment through their own resources by utilizing locksmiths specifically authorized by them.

**Inspection:**

Periodic inspections may be conducted by the RCMP and/or PWGSC/CISD to ensure that security equipment is operational and has not been modified. When new contracts are to be awarded to organizations who already possess security equipment, the equipment may require to be inspected and/or certified by the RCMP or CISD.

I \_\_\_\_\_ on behalf of \_\_\_\_\_ agree to the terms and conditions outlined in this registering document. This certifies that I have signing authority.

\_\_\_\_\_  
**SIGNATURE**

DEPARTMENT	FIELD INDUSTRIAL SECURITY OFFICER / NAME	SIGNATURE	TEL. NO.	DATE