



RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
Bid Receiving - Réception des soumissions:

Guillaume Gagnon
Correctional Service Canada
Mailroom, 1st floor
340, Laurier West, Ottawa, ON
K1A 0P9

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal to: Correctional Service Canada

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

Proposition à: Service Correctionnel du Canada

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

Comments — Commentaires : N/A

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

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise :

Title — Sujet: Media Spokesperson Training	
Solicitation No. — N° de l'invitation 21120-15-2121594	Date: 29-April-2015
Client Reference No. — N° de Référence du Client 21120-15-2121594	
GETS Reference No. — N° de Référence de SEAG	
Solicitation Closes — L'invitation prend fin at /à : 2 PM Eastern Day light Time (EDT)– 14 h 00, heure avancée de l'est (HAE) on / le : 08-June-2015	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre: See herein	
Address Enquiries to — Soumettre toutes questions à: Guillaume Gagnon Guillaume.Gagnon@csc-scc.gc.ca	
Telephone No. – N° de téléphone: 613-992-7988	Fax No. – N° de télécopieur: 613-992-1217
Destination of Goods, Services and Construction: Destination des biens, services et construction: See herein	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur _____ Name / Nom Title / Titre	
Signature _____ Date _____	
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



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PART 1 - GENERAL INFORMATION

1. Site Security Requirement

There is a site security requirement associated with the requirement. For additional information, consult Part 6 - Resulting Contract Clauses.

2. Statement of Work

The requirement is detailed under Article 2. Statement of Work of the resulting contract clauses.

2.1 Single Task Authorization (TA) Contract

CSC intends to award one contract as a result of this Request for Proposal (RFP).

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

4. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (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 e-mail at 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.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, certifications, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 1.4 and 1.5 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, does not form part of and not apply to the bid solicitation. All other subsections of '01 Integrity Provisions – Bid', form part of and apply to the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Bids

Bids must be submitted only to Correctional Service Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to CSC will not be accepted.

3. Communications – Solicitation Period

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

CSC requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: **four (4) hard copies**

Section II: Financial Bid: **one (1) hard copy**

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

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

Multiple bids are not permitted.

Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.

CSC requests that bidders follow the format instructions described below in the preparation of their bid:

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

2. Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.



3. Section II: Financial Bid

Bidders must submit their financial bid in Canadian dollars and in accordance with the pricing schedule detailed in **Annex “B” - Proposed Basis of Payment**. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

See Annex “B” – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation

4. Section III: Certifications

Bidders must submit the certifications required under **Part 5 - Certifications**.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex "C" – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.1.2 Point Rated Technical Criteria

Proposals will be evaluated to determine their score with regards to the point rated criteria outlined in **Annex "C" – Evaluation Criteria**.

1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price - Bid

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid of PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

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

- 1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (b) meet all mandatory criteria; and
 - (c) obtain the required minimum of 35 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 50 points.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- 4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
- 5. To establish the pricing score, the total evaluated price of each responsive bid will be prorated against the lowest total evaluated price and the ratio of 40%.
- 6. The total evaluated price of a responsive bid will be determined as follows:



CONTRACT PERIOD - From contract award to March 31, 2016			OPTION 1 – April 1 2016 to March 31, 2017	OPTION 2 - April 1 2017 to March 31, 2018	OPTION 3- April 1 2018 to March 31, 2019	TOTAL EVALUATED PRICE
A	B	C	D	E	F	G = (A+B+C+D+E+F)
Develop Correctional Service Canada's (CSC) two- day spokesperson training content and PowerPoint presentation	Remodel Correctional Service Canada's (CSC) in a one (1) day condensed and intensive training content and PowerPoint presentation	Media Spokesperson Training up to 15 participants per session	Media Spokesperson Training up to 15 participants per session	Media Spokesperson Training up to 15 participants per session	Media Spokesperson Training up to 15 participants per session	
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

7. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
8. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

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



PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. 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 Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

1.1 Federal Contractors Program for Employment Equity - Bid 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive 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 contract award.

1.2 Former Public Servant Certification (if applicable)

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award. If the answers to the questions and, as applicable, the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a



result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension as defined above?

YES () **NO** ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force adjustment directive? **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 adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including applicable taxes.

1.3 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources



1.4 Language Requirements

The bidder certifies that the proposed resource(s) is/are capable of providing verbal and written communication and able to conduct the work in both official languages (English and French).

1.5 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

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.



PART 6 - RESULTING CONTRACT CLAUSES

1. Site Security Requirement

NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution / site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel shall submit to a Canadian Police Information Centre (CPIC) verification of identity / information by CSC, and must adhere to institutional requirement for the conduct of searches prior to admittance to the institution / site. CSC reserves the right to deny access to any institution / site or part thereof of any Contractor personnel, at any time.

1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.1.1 Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex "D".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of **\$10,000** Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

1.1.3 Minimum Work Guarantee - All of the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 5%.



2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) Manual issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

2010B (2014-09-25), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

Subsection 31.4 of 2010B, General Conditions – Professional Services (Medium Complexity), will not form part of the Contract. All other subsections of ‘2010B 31 Integrity Provisions – Contract, will form part of the Contract.

3.2 Supplemental General Conditions

4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

3.3 Replacement of Specific Individuals

1. If specific individuals identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable



to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- a. The name, qualifications and experience of the proposed replacement; and
 - b. Proof that the proposed replacement has required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2016.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment – Annex “B”.

Canada may exercise this option at any time by sending a written notice to the Contractor at least two (2) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Guillaume Gagnon
Title: Senior Procurement Officer
Correctional Service Canada
Branch/Directorate: Contracting and Materiel Services
Telephone: 613-992-7988
Facsimile: 613-992-1217
E-mail address: Guillaume.Gagnon@csc-scc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority (to be inserted at contract award)

The Project Authority for the Contract is:

Name:
Title:
Organization: Correctional Service Canada



Address: 340 Laurier Avenue West, Ottawa, Ontario K1A 0P9
Telephone:
Facsimile:
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative (to be inserted at contract award)

The Authorized Contractor's Representative is:

Name: _____
Title: _____
Company: _____
Address: _____

Telephone: _____ - _____
Facsimile: _____ - _____
E-mail address: _____

6. Payment

6.1 Basis of Payment

6.1.1 Basis of Payment - Firm Unit Price(s) - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the approved TA, the Contractor will be paid the firm unit prices stipulated in the approved TA, as determined in accordance with the Basis of Payment, in Annex "B". Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

6.1.2 Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment –Annex "B", to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.



6.1.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ (to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.2 Method of Payment - Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.3 Travel and Living Expenses

For Work to be performed at a **work location** within the National Zone

- a. Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - i. services provided within 100 km of the Contractor's facilities.
- b. For Services provided outside 100 km of the Contractor's facilities, the Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- c. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.
- d. All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.



Estimated Cost: \$ 7,000.00

6.4 SACC Manual Clauses

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)
SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

7. Invoicing Instructions

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

Each invoice must be supported by:

- a. contract number;
- b. the date of the training;
- c. training title;
- d. list of participants for each training sessions;
- e. the region and location of the training;
- f. the name of the Instructor;
- g. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the Project Authority for certification and payment.

8. Certifications

8.1 Certification of Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the Supplemental General 4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) the General Conditions 2010B (2014-09-25), General Conditions - Professional Services (Medium Complexity);
- (d) Annex "A", Statement of Work;



- (e) Annex "B", Basis of Payment;
- (f) the signed Task Authorizations (including all of their annexes, if any);
- (g) the Contractor's bid dated _____ (to be inserted at contract award)

11. Termination on Thirty Days Notice

11.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

11.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

12. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (ie. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

13. Closure of Government Facilities

13.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

13.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

14. Tuberculosis Testing

14.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.



14.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

14.3 All costs related to such testing will be at the sole expense of the Contractor.

15. Compliance with CSC Policies

15.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

15.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

15.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

16. Health and Labour Conditions

16.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

16.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

16.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

16.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

17. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicable of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

18. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the Contractor respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.



19. Privacy

19.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

19.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

20. Proactive Disclosure of Contracts with Former Public Servants (If applicable)

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

21. SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11), Government Site Regulations
SACC Manual clause B9028C (2007-05-25), Access to Facilities and Equipment
SACC Manual clause G1005C (2008-05-12), Insurance

22. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

22.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

22.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

22.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

22.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.



23. Specific Person (s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ (to be inserted at contract award)



ANNEX "A"

STATEMENT OF WORK

1. SCOPE OF WORK

Correctional Service Canada (CSC) requires a two-day media training session to be developed and delivered in English and French in various locations across the country. The media training must be customized for CSC topics and environment.

Spokespersons in all regions across Canada as well as National Headquarters (NHQ) are required to respond to media inquiries in their areas of expertise (including security issues, health matters, policy, etc.). Media relations at NHQ will coordinate the training sessions (depending on specific needs of each group), to be developed and delivered by the Contractor. These training sessions will be designed by the proponent to offer general information in dealing with the media, together with practical interview simulations with constructive feedback.

Spokespersons' media training sessions must include taped mock interviews (at least 2 per participant). CSC will provide the specific content and info on CSC's media relations process for course preparation. The spokespersons training courses must also incorporate a section providing participants with information about the media, including the importance of meeting deadlines, understanding what media want and how to stay on message. This course will also include practical simulation exercises and theoretical information.

2. BACKGROUND

On a daily basis, CSC garners a significant quantity of media coverage, and is a government department that receives many media enquiries. The assistance of spokespersons across the country is needed. These spokespersons are the experts in their field and are best suited to respond to specific queries related to their respective areas of responsibility. Commissioner's Directive (CD) 022 <http://www.csc-scc.gc.ca/acts-and-regulations/022-cd-eng.shtml> provides guidance on media relations activities, including media interviews.

Section 20 of the Communications Policy of the Government of Canada states that "Officials designated to speak on an institution's behalf, including technical or subject-matter experts, must receive instruction, particularly in media relations, to carry out their responsibilities effectively and to ensure the requirements of their institution and this policy are met. Officials designated to speak on an institution's behalf, including technical or subject-matter experts, must receive instruction, particularly in media relations, to carry out their responsibilities effectively and to ensure the requirements of their institution and this policy are met." In order to be compliant with this policy CSC must offer spokesperson training to employees who are designated spokespersons.

3. TASKS

The tasks that the Contractor must perform include but are not limited to the following:

- a. Develop a two-day media spokesperson training session to be delivered to CSC designated spokespersons;
- b. Deliver, on an "as and when requested basis", the media spokesperson training sessions in English and/or French for CSC designated spokespersons;
- c. Prepare a condensed and intensive one-day media spokespersons' training session in English and/or French in response to designated spokespersons' availability;
- d. In either English **or** French, develop the content for the media spokespersons training sessions, which includes the preparation of training materials such as participant manuals, a Powerpoint



presentation, as well as practical examples and scenarios relevant to CSC's business for the purpose of in-session interviews;

- e. Submit the training materials to the PA with enough time to allow for translation by CSC;
- f. In English and French, as required by the PA, deliver the media spokespersons training;
- g. Prepare CSC specific training materials and participants' manuals at the start of the contract and throughout the contract life as required;
- h. Answer specific questions / provide clarification to the PA during the preparation and updating of course materials;
- i. Customize the exercises and scenarios of each training session to meet the specific areas of expertise of class participants;
- j. Update, edit, proofread of materials as required;
- k. Prepare participants for media interviews;
- l. Conduct simulated on-camera media interviews with participants during the training sessions;
- m. Provide a debrief and constructive feedback on the recorded interviews to all participants;
- n. Work with CSC's NHQ Media Relations staff to structure the organization of each course and oversee all the necessary logistics; and;
- o. Ensure that the training provides participants with:
 - i) An overview of the media environment with emphasis on the differences between print, broadcast and social media, during the training session;
 - ii) Theoretical and practical knowledge of media relations, as it relates to CSC
 - iii) Tips, tools and techniques for dealing directly with the media;
 - iv) Raised participants' awareness and understanding of CD-022 on Media Relations and of the Government of Canada's Communications Policy;
 - v) Information on how clear, concise and effective media lines are prepared and used in the course of a media interview;
 - vi) Information on any relevant CSC practices and procedures, as required by the PA; and
 - vii) Communicating a professional image.

4. CONTRACTOR'S RESPONSIBILITY

The Contractor must identify all resources needed to complete the work. This includes all necessary equipment to conduct the interview simulations, as well as any support personnel, if required, for the preparation materials. The Contractor must also ensure that they have the capacity to deliver in the training sessions, answer questions and conduct on-camera interviews during the training in both official languages, as courses may be offered in English or in French.



5. DELIVERABLES

For each media spokesperson training session, the Contractor must deliver the following:

- a. Training content;
- b. Course agenda; Power Point presentation to be used in the delivery of the courses;
- c. CSC Media Training Manual for all participants (electronic workbook format);
- d. Exercises and scenarios for each participant;
- e. Participant's attendance list to be signed both in the morning and in the afternoon each of the two days;
- f. Evaluation forms for participants to evaluate the course;
- g. An electronic version of the PowerPoint presentation and CSC training manuals to the PA; and
- h. Soft copies of the recorded interview simulations to the PA via e-mail or a DVD.

All deliverables must be submitted in Microsoft Office Suite format when required by the PA except for the recorded interviews.

Electronic copies of the PowerPoint presentation and CSC Media Training Manuals must be available to participants in both official languages at all training sessions.

6. ESTIMATED VOLUME FOR MEDIA SPOKESPERSON TRAINING

The Contractor must provide, on an "as and when requested basis", **up to three (3)** two-day media spokesperson training sessions* in English and/or French for CSC designated spokespeople in the following CSC's administrative Regions per fiscal year**:

- a) Atlantic Region (in the Moncton, New Brunswick area)
- b) Quebec Region (in the Montreal/Laval, Québec area)
- c) Ontario Region (in the Kingston, Ontario area)
- d) Prairies Region (in the Saskatoon, Saskatchewan area)
- e) Pacific Region (in the Abbotsford, British Columbia area)
- f) NHQ (in the Ottawa, Ontario area)

The Contractor may also be required to adapt the two-day spokesperson training to be able to offer one-day condensed and intensive media training sessions in response to designated spokespeople's availability.

**It is expected that there will be approximately 12-15 participants per session*

***A fiscal year is defined as a period of twelve (12) months starting the 1st of April of any given year and ending the 31st of March of the following year.*

7. LANGUAGE REQUIREMENT

The Instructor(s) must be able to teach the training (read, communicate orally and in writing), in English **and** in French, in order to deliver the English and the French training, as requested in the Resulting Task Authorization.

Canada reserves the right to evaluate the language proficiency of the Instructor throughout the period of the Contract. Should the evaluation determine that the Instructor does not meet the language requirement; the Contractor must immediately replace the Instructor at no additional cost to Canada and in accordance with the Contract.

For the purposes of this requirement, an Instructor will be considered to speak a language fluently if the Instructor can:

- a) Give detailed explanations and descriptions;
- b) Handle hypothetical questions;



- c) Support an opinion, defend a point of view or justify an action; and
- d) Counsel and give advice.

8. TRAINING HOURS

Each training session day will be held for approximately 7.5 hours from 8:30 a.m. to 4:30 p.m. Any change in the training hours must be approved ahead of time by the PA.

9. CSC's SUPPORT

- a. Provide a task authorization (TA) form with the training session date, number of participants, region and location of the training at least a month in advance;
- b. Translate any documents related to the training sessions;
- c. Discuss matters or concerns prior to and during each training session;
- d. Ensure a CSC Media Relations expert is available to answer CSC specific questions during the training session, either in-person at the sessions or through the use of technology;
- e. Confirm participant registrations;
- f. Send notification to all participants of the time, date and location of each training session;
- g. Send an electronic version of the *Participation Registration List* to the Contractor at least ten (10) working days prior to each offering;
- h. Provide the training facility and equipment required, including but not limited to a television and DVD. Equipment will be installed, connected and ready for the Instructor's use;
- i. Make the necessary arrangements to provide Instructor(s) with access to the building/institutions or classroom; and
- j. Notify the Contractor in writing by e-mail of any change in the training location.
- k. If required, answer CSC specific questions from the Contractor to provide clarification during the preparation of course materials

10. SCHEDULED MEETINGS

The Contractor must attend a start-up meeting or a teleconference within one or two weeks of the award of the contract with the PA or his/her designate in Ottawa.

The Contractor will communicate with the PA, or her/his designate, on a regular basis, by phone or e-mail to apprise her/him of progress on the specific deliverables.

The Contractor will communicate by phone or e-mail with the PA, or her/his designate, to process and select appropriate scenarios for on camera and in class interviews.

11. CONSTRAINT

CSC recognizes environmental sensitivities and for the purpose of these training sessions, the Contractor and its personnel must not wear perfume during the training sessions.



ANNEX “B”

PROPOSED BASIS OF PAYMENT

1.0 CONTRACT PERIOD

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex “A” - Statement of Work, the Contractor will be paid the firm unit prices below in the performance of this Contract, HST or GST extra.

1. CONTRACT PERIOD - From contract award to 31-March-2016	Firm Unit Prices (\$ CDN)
1. a) Develop Correctional Service Canada’s (CSC) two-day spokesperson training content and PowerPoint presentation	\$
1. b) Remodel Correctional Service Canada’s (CSC) in a one (1) day condensed training content and PowerPoint presentation	\$
1. c) Media Spokesperson Training up to 15 participants per session	\$

2.0 OPTIONS TO EXTEND THE CONTRACT PERIOD:

Subject to the exercise of the option to extend the Contract period in accordance with Article <To Be Inserted at Contract Award> of the original contract, Options to Extend Contract, the Contractor will be paid the firm unit prices, in accordance with the following table, GST or HST extra, to complete all Work and services required to be performed in relation to the Contract extension.

2. OPTION 1 – 01-April-2016 to 31-March-2017	Firm Unit Price (\$ CDN)
2. a) Media Spokesperson Training up to 15 participants per session	\$

3. OPTION 2 – 01-April- 2017 to 31-March-2018	Firm Unit Price (\$ CDN)
3. a) Media Spokesperson Training up to 15 participants per session	\$

4. OPTION 3- 01-April-2018 to 31-March-2019	Firm Unit Price (\$ CDN)
4. a) Media Spokesperson Training up to 15 participants per session	\$



3.0 HST or GST

- (a) All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- (b) The estimated HST or GST of \$_____ (to be inserted at contract award) is included in the total estimated cost shown on page 1 of the Contract. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST or HST paid or due.

4.0 TRAINING CANCELLATION:

For the cancellation or rescheduling of training:

- 1. CSC may cancel or reschedule a training without incurring a fee by giving a written notice to the Contractor by e-mail at least ten (10) calendar days prior to the delivery date;
- 2. In the event that CSC cancels or reschedule a training between three (3) to nine (9) calendar days prior to the delivery date, the Contractor will be paid 25% of the firm unit price training in accordance with Annex B – Basis of Payment;
- 3. In the event that CSC cancels or reschedule a training less than three (3) days prior to the delivery date, the Contractor will be paid 50% the firm unit price training in accordance with Annex B - Basis of Payment;
- 4. In the event that CSC cancels or reschedule a scheduled training on the day of or during the training, the Contractor will be paid the firm unit price training in accordance with Annex B - Basis of Payment; or
- 5. If CSC has to cancel due to an unforeseeable or uncontrollable event (such as a lockdown, strike, a power or a technical failure, etc.) no charge will be applied regardless of when the notice was given to the Contractor.



ANNEX "C" EVALUATION CRITERIA

1.0 Technical Evaluation:

1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria
- Rated Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

- I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.



- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

1.7 Instructors Evaluation

- I. For Mandatory Technical Criterion M2 and for all Point Rated Technical Criteria, Bidders can propose **up to three (3) Instructors**;
- II. In cases where more than one (1) Instructor are proposed by one (1) Bidder, each Instructor will be evaluated separately;
- III. In cases where more than one (1) Instructor are proposed by one (1) Bidder for the Point Rated Technical Criteria, a Total Averaged Score will be calculated as follows:

Calculation of the Total Averaged Score for the Point Rated Technical Criteria :

- i. For each Point Rated Technical Criterion, the scores for each proposed Instructor will be added;
- ii. The result of this addition will be divided by the number of proposed Instructors; thus resulting in an averaged score for each Point Rated Technical Criterion;
- iii. The averaged scores of all Point Rated Technical Criterion will be added to determine the Total Averaged Score;
- iv. The following table is an example where the Total Averaged Score for the Point Rated Technical Criteria is calculated for a Bidder who proposed three (3) Instructors.

	A	B	C	D = (A+B+C) / 3
Point Rated Technical Criteria	Instructor #1	Instructor #2	Instructor #3	Averaged Score
R1	10	5	10	8.33
R2	5	20	10	11.67
R3	15	10	20	15
			Total Averaged Score	35

2.0 MANDATORY TECHNICAL CRITERIA

Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
<p>M.1 The Bidder’s proposal must clearly demonstrate that it has conducted at least two (2) media relations spokesperson training sessions with public safety organizations*.</p> <p><i>*A public safety organization shall be defined as an organization whose primary goal is protecting the public and keeping them safe. It can be part of federal, provincial or municipal governments.</i></p>		



<p>Bidders must provide the following details as to how the stated training experience was obtained:</p> <ol style="list-style-type: none">1. The client name (s) and addresses;2. The start and end dates of the assignment (s);3. Details about the work performed by the bidder on the assignments (s) including tasks, deliverables, and the project team involved. <p>Experience must have been acquired within the thirty six (36) months preceding bid closing.</p>		
<p>M.2 Each of the Bidder's proposed Instructor(s) must have delivered at least three (3) media training sessions (minimum of one (1) French and one (1) English training session).</p> <p>Bidders must provide the following details as to how the stated training experience was obtained:</p> <ol style="list-style-type: none">1. The client name (s) and addresses;2. The start and end dates of the assignment (s);3. Details about the work performed by the bidder on the assignments (s) including tasks, deliverables, and the project team involved. <p>Experience must have been acquired within sixty (60) months preceding bid closing.</p>		
<p>M.3 At least one (1) of the Bidder's proposed Instructors must have created three (3) media training sessions.</p> <p>Bidders must provide the following details as to how the stated training experience was obtained:</p> <ol style="list-style-type: none">1. The client name (s) and addresses;2. The start and end dates of the assignment(s);3. Details about the work performed by the bidder on the assignments (s) including tasks, deliverables, and the project team involved. <p>Experience must have been acquired within sixty (60) months preceding bid closing.</p>		



3.0 POINT RATED TECHNICAL CRITERIA

Point Rated Technical Criteria	Max Score	Bidder Response (Bidder to explain how points are obtained and reference location in bid)
<p>R.1 Within the last five (5) years, each of the Bidder's proposed Instructor(s) has completed media training sessions which include teaching media interview techniques to the designated spokespeople in the media training session during mock media interviews.</p> <p>Bidders must provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> 1. The client name (s) and addresses; 2. The start and end dates of the assignment(s); 3. Type and/or example of the media interview technique; and 4. Details about the work performed by the bidder on the assignments (s) including tasks, deliverables, and the project team involved. 	<p>Maximum points = 10 per Instructor</p>	<p>Up to 10 points will be allocated as follows:</p> <p>0 media interview technique taught during a media training session = 0 points 1-4 media interview techniques taught during a media training session = 5 points 5-7 media interview techniques taught during a media training session = 10 points</p>
<p>R.2 Within the last five (5) years, each of the Bidder's proposed Instructor(s) has created and completed media training sessions for which interview scenarios were developed for designated spokesperson(s) during a media training session.</p> <p>Bidders must provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> 1. The client name (s) and addresses; 2. The start and end dates of the assignment(s); 3. Details about the work performed by the bidder on the assignments (s) including tasks, deliverables, and the project team involved. 	<p>Maximum points = 20 per Instructor</p>	<p>Up to 20 points will be allocated as follows:</p> <p>0 specific scenarios created and completed during a media training session = 0 points 1-4 specific scenarios created and completed during a media training session = 5 points 5-7 specific scenarios created and completed during a media training session = 10 points 8+ specific scenarios created and completed during a media training session = 20 points</p>
<p>R.3 Within the last five (5) years, each of the Bidder's proposed Instructor(s) has completed media training sessions for which assessments of participant's mock interviews were done based on media interview techniques covered in the media training.</p> <p>Bidders must provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> 1. The client name (s) and addresses; 2. The start and end dates of the assignment(s); 	<p>Maximum points = 20 per Instructor</p>	<p>Up to 20 points will be allocated as follows:</p> <p>0 media interview techniques assessed in mock interview during a media training session = 0 points 1-4 media interview techniques assessed in mock interview during a media training session = 5 points 5-7 media interview techniques assessed in mock interview during a media training session = 10 points</p>



3. Type and/or example of the media interview technique; and 4. Details about the work performed by the bidder on the assignments (s) including tasks, deliverables, and the project team involved.		7-9 interview techniques assessed in mock interview during a media training session = 15 points 10+ interview techniques assessed in mock interview during a media training session = 20 points
TOTAL Maximum Score	50 points	
Minimum Score	35 points	



ANNEX "D" CSC TASK AUTHORIZATION FORM

<u>CSC TASK AUTHORIZATION FORM - FORMULAIRE D'AUTORISATION DE TÂCHE</u>	
Contract Number - Numéro du contrat	
Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)	
Contractor's Name and Address - Nom et adresse de l'entrepreneur	
Original Authorization - Autorisation originale	
Total Estimated Cost of Task (GST/HST extra) before any revisions: Coût estimatif total de la tâche (TPS/TVH en sus) avant toutes révisions :	\$
TA Revisions Previously Authorized(as applicable) - Révisions de l'AT autorisées précédemment (s'il y a lieu)	
<p>Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc). If no increase or decrease was authorized, enter \$0.00. Add rows, as needed. - Instructions à l'attention de la personne responsable de l'autorisation d'une AT: les révisions autorisées précédemment doivent être présentées par ordre croissant des numéros de révision attribués (la première révision doit être identifiée par le numéro 1, la seconde par le numéro 2, et ainsi de suite). Si aucune augmentation ou diminution n'a été autorisée, inscrire 0.00\$. Au besoin, ajouter des rangées.</p>	
TA Revision No. - N° de Révision de l'AT :	Authorized Increase or Decrease (GST/HST extra): Augmentation ou réduction autorisée (TPS/TVH en sus) : \$
TA Revision No. - N° de Révision de l'AT :	Authorized Increase or Decrease (GST/HST extra): Augmentation ou réduction autorisée (TPS/TVH en sus): \$
TA Revision No. - N° de Révision de l'AT :	Authorized Increase or Decrease (GST/HST extra): Augmentation ou réduction autorisée (TPS/TVH en sus): \$
New TA Revision (as applicable) - Nouvelle révision de l'AT (s'il y a lieu)	
<p>Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter \$0.00. - Instructions à l'attention de la personne responsable de l'autorisation d'une AT: la première révision doit être identifiée par le numéro 1, la seconde par le numéro 2, et ainsi de suite. Si aucune augmentation ou diminution n'est autorisée, inscrire 0.00\$</p>	
TA Revision No. - N° de Révision de l'AT :	Authorized Increase or Decrease (GST/HST extra): Augmentation ou réduction autorisée (TPS/TVH en sus): \$
Total Estimated Cost of Task (GST/HST extra) after this revision: Coût estimatif total de la tâche (TPS/TVH en sus) après cette révision :	\$
Contract Security Requirements (as applicable) - Exigences du contrat relatives à la sécurité (s'il y a lieu)	
<p>This task includes security requirements. - Cette tâche comprend des exigences relatives à la sécurité:</p> <p><input type="checkbox"/> No - Non</p>	



Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract. Oui. Voir l'annexe du contrat comprenant la Liste de vérification des exigences relatives à la sécurité (LVERS).

Remarks (as applicable) - Remarques (s'il y a lieu):

Required Work - Travaux requis

The content of sections A, B, C and D below must be in accordance with the Contract. Le contenu des sections A, B, C et D ci-dessous doit être conforme au contrat.

SECTION A - Task Description of the Work required - Description de tâche des travaux requis

SECTION B - Applicable Basis of Payment - Base de paiement applicable

SECTION C - Cost Breakdown of Task- Ventilation du coût de la tâche

SECTION D - Applicable Method of Payment - Méthode de paiement applicable

Authorization - Authorization

By signing this TA, the Project Authority and CSC's Contracting Authority certifies that the content of this TA is in accordance with the Contract.

En apposant sa signature sur cette AT, le chargé de projet et l'autorité contractante de SCC, attestent que le contenu de cette AT respecte les conditions du contrat.



Name of Project Authority - Nom du chargé de projet _____	
Signature _____	Date _____
Name of CSC Contracting Authority - Nom de l'autorité contractante de SCC _____	
Signature _____	Date _____
Contractor's Signature - Signature de l'entrepreneur	
Name and title of individual authorized to sign for the Contractor Nom et titre de la personne autorisée à signer au nom de l'entrepreneur _____	
Signature _____	Date _____