



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

Bid Receiving/Réception des sousmissions

Procurement & Contracting Services  
73 Leikin Drive, Visitor Center, Main Entrance  
Ottawa, ON K1A 0R2  
Attn: Amal Baldwin (613) 843-3798

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

<b>Title – Sujet</b> Canadian Internet Child Exploitation Courses		<b>Date</b> May 12, 2015
<b>Solicitation No. – N° de l'invitation</b> 201504251		
<b>Client Reference No. - No. De Référence du Client</b> S2943		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At /à :</b>	2:00 PM	EDT (Eastern Daylight Savings Time) HAE (heure avancée de l'Est)
<b>On / le :</b>	June 23, 2015	
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Diane Perkins, Senior Contracting Officer		
<b>Telephone No. – No. de téléphone</b> (613) 843-5904		<b>Facsimile No. – No. de télécopieur</b> (613) 825-0082
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes		<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>		<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>		<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and the Mandatory and Point-Rated Technical Evaluation Criteria.

### **1.2 Summary**

The Royal Canadian Mounted Police (RCMP) has a requirement for adaptation, design, maintenance and classroom training on Internet Child Exploitation Investigations for the Canadian Police College (CPC).

The resulting contract will be for one (1) year with up to two (2) irrevocable options to extend for up to one (1) additional year each under the same terms and conditions.

There is a security requirement associated with bid solicitation and the resulting contract.

The Bidder must be able to provide a resource capable of communicating in English.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA).

### **1.3 Debriefings**

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.

### **1.4 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](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**

### **2.1 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 Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

Bidders who submit a bid agree to be bound by the instructions, 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.

Section 01 – Integrity Provisions – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### **2.2 Submission of Bids**

Bids must be submitted only to RCMP Bid Receiving Unit 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 electronic mail to RCMP will not be accepted.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **2.4 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.

## **2.5 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada 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 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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical 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 and describe their approach 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.

## **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately, if applicable.

### **3.1.2 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 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 Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

Mandatory, Point Rated and Oral Presentation attached at Annex "E".

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price**

4.2.1 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 36 points or 80% for the technical evaluation criteria which are subject to point rating; The rating is performed on a scale of 45 points. and
- d. obtain the required minimum of 49 points or 70% for the oral presentation technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 70 points.

4.2.2 Bids not meeting (a) and (b) and (c) and (d) will be declared non-responsive.



- 4.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
- 4.2.4 To establish the technical merit score, the overall technical scores for the point rated criteria and oral presentation for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
- 4.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- 4.2.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.2.7 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 70/30 ratio of technical merit and price, respectively. The total available points equal 100 and the lowest evaluated price is \$50,000 (50).

Highest Combined Rating Technical Merit (70%) and Price (30%)			
Calculation	Technical Points	Price Points	Total Points
Bidder 1 - Tech = 88/100 - Price = \$60,000	$\frac{88 \times 70}{100} = 61.6$	$\frac{50 \times 30}{60} = 25$	86.6
Bidder 2 - Tech = 82/100 - Price = \$55,000	$\frac{82 \times 70}{100} = 57.4$	$\frac{50 \times 30}{55} = 27.27$	84.67
Bidder 3 - Tech = 76/100 - Price = \$50,000	$\frac{76 \times 70}{100} = 53.2$	$\frac{50 \times 30}{50} = 30$	83.2

In this example Bidder 1 would be recommended for Contract award.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### 5.1 Mandatory Certifications Required Precedent to Contract Award





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 Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

### 5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### 5.1.2 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_equality/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/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.

### 5.1.3 Additional Certifications Precedent to Contract Award

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 Contracting 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 Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### 5.1.3.1 Former Public Servant Certification

Contracts awarded to 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.

#### 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? **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 the 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

#### **5.1.3.2 Status and Availability of Resource**

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

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



### 5.1.3.3 Education and Experience

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

### 5.1.3.4 Language – English Essential

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation: the proposed resource will be fluent in English. The proposed resource must be able to communicate orally and in writing in English without any assistance and with minimal errors.

## PART 6 - SECURITY REQUIREMENT

### 6.1 Security Requirement

1. Before award of a contract, 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 Part 7 - Resulting Contract Clauses;
  - b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 7.1 Statement of Work

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

### 7.2 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 Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

#### 7.2.1 General Conditions



2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 41 Code of Conduct and Certifications – Contract of 2035 referenced above is amended as follows:

Delete subsection 41.4 in its entirety.

### **7.3 Security Requirement**

The following security requirement (SRCL and related clauses) and SRCL attached at Annex C applies and form part of the Contract.

The proposed resource are required to be security cleared at the level of **Facility Access** as verified by the Personal Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract for a one (1) year period inclusive.

#### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) 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.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) 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.

### **7.5 Authorities**

#### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Diane Perkins  
Title: Senior Procurement Officer  
Royal Canadian Mounted Police  
Directorate: Procurement and Contracting Services  
Address: 73 Leikin Drive, Ottawa, ON

Telephone: 613-843-5904  
Facsimile: 613-825-0082  
E-mail address: [diane.perkins@rcmp-grc.gc.ca](mailto:diane.perkins@rcmp-grc.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.



**7.5.2 Project Authority**

The Project Authority for the Contract is:

*(to be provided at Contract award)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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.

**7.5.3 Contractor's Representative**

*(to be provided at Contract award)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

E-mail address: \_\_\_\_\_

**7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

**7.7 Payment**

**7.7.1 Basis of Payment**

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

**7.7.2 Limitation of Expenditure**

Canada's total liability to the Contractor under the Contract must not exceed \$   tbd.   . Customs duties are included and Applicable Taxes are extra.



No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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.

### **7.7.3 Multiple Payments**

Canada will pay the Contractor upon completion and delivery of the Work 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.

### **7.7.4 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## **7.8 Invoicing Instructions**

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.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the following address for certification and payment:  
*(to be provided at Contract award)*
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **7.9 Certifications**

### **7.9.1 Compliance**



Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

#### **7.10. Applicable Laws**

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

#### **7.11. Priority of Documents**

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

- a) the Articles of Agreement;
- b) the general conditions 2035 (2014-09-25), General Conditions - Higher Complexity – Services
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List;
- f) the Contractor's bid dated      tbd     ,

#### **7.12. Procurement Ombudsman**

##### **7.12.1 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, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

##### **7.12.2 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 supplier or the contractor or the name of the entity awarded this contract*] 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 application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

#### **7.13 Foreign Nationals (Canadian Contractor)**

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional



office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

**OR**

### **7.13 Foreign Nationals (Foreign Contractor)**

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

### **7.14 Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **7.15 Cancellation – Training**

The Royal Canadian Mounted Police may cancel any course without penalty provided that the Contractor is given a minimum of five (5) days written notice. In the event that a course is cancelled with less than five (5) days notice, RCMP shall pay a cancellation fee of 50% of the price of the course.





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## ANNEX A - STATEMENT OF WORK

**TITLE:** Canadian Internet Child Exploitation Investigations.

**COURSE TITLES:** Canadian Internet Child Exploitation Course (CICEC) and  
Advanced Internet Child Exploitation Course (AICE)

**OBJECTIVE:** To deliver internet child exploitation calendar courses and to provide course maintenance and customization as required.

### BACKGROUND:

The Canadian Police College (CPC) is a centre for professional education for members of the Canadian and International policing community. The mission of the CPC is to establish a world-class standard of police education, by using systematic approach, in the analysis, design, development and evaluation of CPC learning programs.

Participants attending these courses will not be limited to only RCMP officers. A large percentage of participants will also be from Canadian and International law enforcement agencies.

### DEFINITIONS:

**CALENDAR COURSE:** A course in the CPC's Directory.

**COURSE:** A course is defined as a structured learning event of one or more days of duration.

**CUSTOMIZED COURSE:** A course that responds to CPC's requirements/needs.

### SCOPE:

The Technological Crime Learning Institute (TCLI) of the Canadian Police College wishes to obtain the services of a qualified instructor to provide facilitation and delivery of learning activities in the area of Internet Child Exploitation Investigations: A maximum of twenty (20) participants per course.

Canadian Internet Child Exploitation Course (CICEC),

Course Description:

Participants will explore traditional investigative techniques as well as the Internet as an investigative tool to gather evidence. Participants learn how the nature of the crimes being investigated alters how they write search warrants, search for evidence, and interview suspects. This course focuses on the importance of having standard practices for this type of investigation that will help reduce bad case law and facilitate inter-agency cooperation during investigations. Participants acquire these skills through hands-on practice exercises and scenarios, during which they learn techniques to successfully investigate criminals of internet-related child sexual exploitation cases.

Course Outline:

Module 1: Introduction to the National Child Exploitation Coordination Centre (NCECC)

Lesson 1.1 — Introduction to the NCECC

The participants will identify the structure and role of the NCECC.



Lesson 1.2 — International Partnering

The participants will identify international partners, and describe how the NCECC filters information and requests for service from other countries.

Lesson 1.3 — Law Enforcement Requests (LER)

The participants will identify the process for obtaining subscriber information from Internet Service Providers on child exploitation cases.

Module 2: Identification of the Offence

Lesson 2.1 — Types of Child Pornography Offences, Luring and Other Child Exploitation Crimes

The participants will identify Internet child exploitation offenses and relevant sections of the Canadian Criminal Code (C.C.C.).

Lesson 2.2 — Canada Customs Act

The participants will review the appropriate customs sections that relate to internet child exploitation, and describe the impact and power of the Canada Customs Act.

Lesson 2.3 — Correctional Act, Canada Evidence Act

The participants will describe the relevance of specific sections of these Acts on child exploitation crimes, and describe the impact of these Acts on search policies and procedures.

Lesson 2.4 — Disclosure

The participants will describe the process of disclosure of evidence for court purposes and how this varies from jurisdiction to jurisdiction.

Lesson 2.5 — Pending Legislation / Case Law

The participants will describe the impact of pending legislation.

Module 3: Writing Search Warrants Related for Child Exploitation

Lesson 3.1 — Search Authorities and Search Warrants

The participants will describe their authorities to search, and the types of search warrants available.

Lesson 3.2 — Documents

The participants will describe the purpose of the various types of documents required to support an ICE related search warrant.

Lesson 3.3 - Writing Search Warrants

The participants will use the proper format, content and terminology to write a search warrant for a residence / business.

Module 4: Classification of Child Porn Images

Lesson 4.1 — Classification of Child Pornography Images

The participants will view, interpret, and classify images according to the C.C.C.

Lesson 4.2 - Age Determination / Sexual Maturity

The participants will refer to age determination / sexual maturity criteria used by medical experts to identify CP images.



#### Lesson 4.3 - Documenting Results

The participants will use a computer program to document the results of their classification of images.

#### Module 5: Gathering Evidence

##### Lesson 5.1 — Technologies Used to Distribute Child Porn

The participants will use various tools to gather evidence, describe the laws and policies covering the use of online tools in an investigation, and describe how investigators can be tested for credibility online.

##### Lesson 5.2 — Traditional Investigative Techniques

The participants will use traditional investigative techniques and tools along with newer methods when gathering information for an investigation.

#### Module 6: Interviewing Strategies

##### Lesson 6.1 — Offender Typology

The participants will describe the characteristics and deviant behaviors of pedophiles.

##### Lesson 6.2 — Interviewing Techniques

The participants will describe techniques for interviewing pedophiles.

#### Module 7: Managing the Media

##### Lesson 7.1 — Managing the Media

The participants will list the do's and don'ts of communicating with the media in relation to ICE investigations.

#### Module 8: Testifying

##### Lesson 8.1 — Pitfalls in Testifying

The participants will describe the testifying process.

#### Module 9: Post Conviction – Guilty Plea

##### Lesson 9.1 — CETS

The participants will enter information in aCETS database.

##### Lesson 9.2 - NSOR / OSOR

The participants will describe NSOR and OSOR and how to update information.

##### Lesson 9.3 - ViCLAS

The participants will describe ViCLAS and how to update information.

#### Module 10: Advanced Techniques

Lesson 10.1 — Peer to Peer Investigations.



The participants will describe the policies, advantages and risks related to conducting under Peer to Peer investigations.

#### Lesson 10.2 — Victim Identification

The participants will describe the goals and importance of Victim Identification investigations and the advanced techniques used to identify and rescue child exploitation victims.

#### Lesson 10.3 — U/C On-line Investigations

The participants will describe the policies, advantages and risks related to conducting undercover on-line investigations.

### Module 11: Effects of the Job

#### Lesson 11.1 — Job Effects

The participants will identify the psychological effects that ICE investigations has on them, their families and their colleagues.

By the end of the Canadian Internet Child Exploitation Course (CICEC), participants will be able to:

- describe the role, responsibilities and services provided by the National Child Exploitation Co-ordination Centre (NCECC);
- identify a child exploitation related offence;
- prepare all required documentation in support of an Internet Child Exploitation (ICE) search warrant;
- evaluate images and videos for evidence of child pornography;
- gather evidence using online tools and traditional investigative techniques;
- prepare to interview suspected pedophiles;
- execute a child exploitation crime search warrant;
- identify best practices to use when communicating with the media regarding child exploitation investigations;
- demonstrate their ability to testify in court;
- describe how to input case data into appropriate databases;
- describe advanced ICE investigative techniques; and
- identify the psychological impact that working on ICE investigations may have on their colleagues, themselves, and their families.

### Advanced Internet Child Exploitation Course (AICE)

#### Course Description:

The internet is a unique cyber world of its own without borders, making it open to anyone who has internet access. The internet has brought many enjoyed benefits to users, however just like with any other product, all users have the choice to either use the product responsibly or in ways that bring about potential harm. With its ever-increasing popularity and inherent convenience for the consumer, the Internet has introduced many challenges to the law enforcement community, especially in the realm of child pornographers. As these predators of children have discovered thousands of potential victims on the Web, a corresponding spike of child pornography cases also has occurred. These have proven difficult for both law enforcement officials and legislators to address as the regulatory process. This has forced law enforcers to become more aware of the online world and its activities.



Child pornography and child exploitation offenses have unfortunately moved to the internet, causing for growing concern by local communities and legal authorities. The internet offers many different methods where children and teenagers can meet and talk to friends, family members, scammers, sexual predators and so on. Many innocent children and teenagers are being lured over the internet and turned into sex objects, which sometimes results in missing and murdered children. More than ever, police agencies are being pushed to obtain the knowledge and tools necessary to fight internet child exploitation crime.

The Advanced Internet Child Exploitation course (AICE) is designed for experienced child internet exploitation investigators who will be conducting proactive online investigations. The participants will examine the advanced techniques and skills required to communicate effectively online as well as the benefits and risks associated with this investigative technique. They will utilize the latest technology to collect evidence and trail the activities of persons and organized groups who sexually exploit children through the use of methods such as websites and chat rooms.

Through a combination of theory, demonstrations and hands on practical exercises, participants will develop a thorough understanding of the online communication skills, hardware, software, and evidence capturing techniques required to successfully investigate online child exploitation offenses.

Course Outline:

#### Module 1: Internet Child Exploitation Offences & Legal Issues

##### Lesson 1.1 - Identification of the offence

The participants will identify child pornography offences as well as the evolution and sentencing imposed on each type of offence.

##### Lesson 1.2 - Child Pornography Offenders

The participants will explore the motivation and behaviors of child luring offenders, and examine the most effective methods and develop practical techniques for interviewing the offenders.

##### Lesson 1.3 - Legal considerations

The participants will discuss the legal guidelines, limitations and authorities as well as relevant sections of Canada Criminal Code (C.C.C) applicable to child luring offences.

#### Module 2: Covert Identity

##### Lesson 2.1 - System Requirements for Covert Identity

The participants will identify the equipment required to set up their computer system to establish a covert identity.

#### Module 3: Online Profiles & Communication

##### Lesson 3.1 — Internet Basics

The participants will review the Internet basics such as IP addressing and explain how emails travel the internet and how they can be intercepted and altered.

##### Lesson 3.2 — SNAGIT and CAMTASIA

The participants will capture screen and video evidence and collect digital evidence.



#### Lesson 3.3 — Identity Theft

The participants will discuss the basic forms of hacking to include unlawful access to networks, logic bombs and denial of service attacks and explain how each of them can be investigated.

#### Lesson 3.4 — Creating online identities

The participants will generate a personality profile using appropriate equipment, software and internet tools and explore how profiles can assist in investigating child exploitation offences.

#### Lesson 3.5 — Online Chat (IRC Yahoo Messenger, etc)

The participants will explore the features of Yahoo Messenger and set up an account and a profile to chat online.

#### Lesson 3.6 — Youth culture

The participants will identify the latest trends followed by youth such as language, music, etc

#### Lesson 3.7 — Child Luring

The participants will understand current trends used by predators to locate and groom children and identify the rules and procedures that must be followed when conducting proactive chat investigations

#### Lesson 3.8 — MIRC

The participants will understand how the Internet Relay chat (IRC) software works and how to gather intelligence using open source investigative techniques

#### Lesson 3.9 — Chat Clients

The participants will practice with chat clients to facilitate the search for evidence.

### Module 4: Open Source Intelligence

#### Lesson 4.1 — Open Source Intelligence

The participants will define Open Systems Interconnection (OSI), and explore, review and analyze evidence provided by open source intelligence investigations.

#### Lesson 4.2 — Social Networking: Blogs and online communities

The participants will investigate and identify different types of social networks.

#### Lesson 4.3 — Peer to Peer (P2P)

The participants will identify the current trends in P2P network, including the use of P2P file sharing programs and demonstrate and explain how P2P networking can be accomplished.

#### Lesson 4.4 — Remaining anonymous on the Internet

The participants will discuss how anonymizers work, how to identify them and whether they can be traced and explore ways and means of undercover digital investigation.

### Module 5: Conducting Online Undercover Investigations

#### Lesson 5.1 — Law Enforcement Requests (LER's)



The participants will familiarize themselves with the Personal Information Protection and Electronic Documents Act (PIPEDA) and explain how it can possibly be used to facilitate requests to Internet Service Providers in place of the ISP search warrant.

#### Lesson 5.2 — Operational Plan

The participants will create an operational plan for their assigned investigation.

#### Lesson 5.3 — Practical exercise: Conducting an online investigation

The participants will prepare an electronic court brief, disclosure package, create an operational plan for their assigned investigation and present their case using appropriate terminology.

### Module 6: Effects of the Job

#### Lesson 6.1 — Effects of the job

The participants will explain the psychological effects this type of job has on them and their families and identify appropriate coping mechanisms.

By the end of the Advanced Internet Child Exploitation Course (AICE), participants will be able to:

- describe the role, responsibilities and services provided by the National Child Exploitation Co-ordination Centre (NCECC);
- identify a child exploitation related offence;
- prepare all required documentation in support of an Internet Child Exploitation (ICE) search warrant;
- evaluate images and videos for evidence of child pornography;
- gather evidence using online tools and traditional investigative techniques;
- prepare to interview suspected pedophiles;
- execute a child exploitation crime search warrant;
- identify best practices to use when communicating with the media regarding child exploitation investigations;
- demonstrate their ability to testify in court;
- describe how to input case data into appropriate databases;
- describe advanced ICE investigative techniques; and
- identify the psychological impact that working on ICE investigations may have on their colleagues, themselves, and their families.

### **TASKS:**

#### **Calendar Courses:**

The work to be performed will consist of the following delivery activities involving (but not limited to):

- deliver a ten day CPC calendar course entitled “Canadian Internet Child Exploitation Course” and to deliver a ten day calendar course entitled the “Advanced Internet Child Exploitation Course”.
- work with the TCLI and CPC to ensure common focus, clarity of roles and expectations, clarity of assignments;
- prepare for and deliver the calendar course;
- prepare for and deliver the course, involving the conduct of different types of learning activities involving classroom-based learning, small learning groups, simulations and on-line facilitated training.
- optimize the course delivery processes, select the best focus, adapt processes, ensure flow of design, and structure debriefs and learning opportunities;
- promote participant focus, manage overall timing and breaks, ensure that intense periods are followed by less intense processes, and testing to see if adjustments are called for;



- maintain a pace that ensures that the participants are able to follow and understand the material, while staying on schedule, make adjustments to the flow, timing and focus on elements in order to optimize learning for the participants while maintaining the integrity of the course;
- re-enforcing the key messages, values and goals underlying the course, ensure that the participants are connected with the course purpose, describe how processes inter-relate, make participants aware of where they are in the agenda, and track group energy;
- deliver the course material as it is developed, in a balanced presentation blending both theory and practice, emphasizing practices in the presentation of the material and the surrounding discussions, emphasizing “real-world” problems, approaches and solutions over academic theory, engage the audience and use practical examples that relate to the audience’s work;
- demonstrate the effective use of questioning techniques to ensure the depth of dialogue and insight that will lead to the desired outcomes and reinforce the course’s key messages;
- set up the classroom, which involves distributing to each participant supplies and pedagogical materials, setting up the computers and operating the audio visual aids and equipment and setting up tables and chairs if required;
- dress down the classroom: Dressing down the classroom involves cleanup the class after course. Clean-up involves recovering all surplus materials for recycling or return to the appropriate TCLI location as indicated by the CPC Project Authority and discarding used flip charts and supplies;
- mentor the participants during class
- suggest and incorporate modifications to the instructor’s and participant’s manuals if required and with the approval of the CPC Project Authority;
- work in conjunction and close contact with CPC project authority.
- identify and coordinate lectures given by Subject Matter Experts

#### **Customizing TCLI courses:**

The work to be performed will consist of the following and depending upon the requirements of the course, the qualified instructor may be required to perform customized activities, involving (but not limited to):

- customize the existing course which involves adjusting or content modification to existing instructional materials in order to meet CPC’s requirements. Materials may include lesson plans, exercises, instructor and participant manuals, hand-outs and the content of slides;
- utilize a tool, such as: MS Word Track Changes, to identify the changes made to the course content
- deliver the customized course according to the tasks described above

#### **Maintenance of the TCLI courses:**

The work to be performed will consist of updating, reviewing and designing activities, involving (but not limited to):

- work with the CPC Project Authority to maintain and update the content of the CICEC and AICE in case of any changes that must be brought to the course;
- maintain the existing courses which involves instructional design adjustments or content update to existing instructional materials as a result of participants’ evaluation reports or effectiveness of the design. Materials may include lesson plans, exercises, instructor and participant manuals, hand-outs and the content of slides.
- utilize a tool, such as: MS Word Track Changes, to identify the changes made to the course content when changes need to be done.

#### **Location of the Work:**

Classroom delivery: The classroom delivery services are to be performed on-site at CPC, 1 Sandridge Road, Ottawa, Ontario or at any location determined by the Project Authority.

#### **Hours of course delivery:**





Classroom delivery: From 8:00 a.m. to 4:00 p.m. Any changes to the established hours of course delivery require the prior approval by the Project Authority. The Instructor shall be at the delivery location(s) at 7:30 a.m. at the latest, to greet the participants and set up the room.  
The duration of the classroom delivery is 7.5 hours.

**Constraints:**

The CPC will not pay for preparation time or administrative fees.

All course material and any additional developed course material is CPC's property and shall not be used, divulged or reproduced for any purpose other than the work assigned by CPC.

**CPC's Obligations and Support:**

Throughout the period of the Contract, the CPC' responsibilities will include:

- provide instructor with copies of instructor and participant manuals.
- make all logistical arrangements; which includes booking of the rooms and confirmation of participants
- equipment to be provided including audio visual aids, computer hardware and software , printing of materials
- liaise with the contractor on matters and issues relating to management of the contract with the CPC and other issues as they may arise (i.e. level of satisfaction)
- translation and edition of documents
- Subject Matter Experts to be paid for by RCMP

**Deliverables:**

Evaluate the course effectiveness and provide feedback and advice in writing on desirable changes to the course to the CPC Project Authority.

Compile student feedback from both individual training sessions as well as final course evaluation in writing. Submit as part of the completed course file to the CPC Project Authority no later than 5 working days following the course offering. These reports will also allow the Project Authority to verify the quality of the delivery.

Create and administer the end of course exam which may include preparation of documentation, written exam and/or oral presentations. Provide the pass/fail results to the CPC Registrar and include this information in the course file submission to the Project Authority.

**Travel:**

The majority of the work will be conducted in the National Capital Region (NCR). If there is a need to provide services outside of the NCR the Contractor will be reimbursed for travel expenses. All travel must have the prior authorization of the Project Authority.

**Language:**

The proposed instructor must possess the ability to communicate in English.



## ANNEX B – BASIS OF PAYMENT

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

The financial proposal shall be a firm all-inclusive Per Diem rate, GST/HST extra.

Contract Period	Name of Proposed Instructor	Estimated Number of Days (a)	Firm All-Inclusive Per Diem Rate (b)	Total Estimated Cost (c) = (a) x (b)
Year 1		40	\$	\$
Option Year 1		50	\$	\$
Option Year 2		50	\$	\$
<b>TOTAL BID PRICE FOR EVALUATION: (D)</b>				<b>\$</b>

Note: The estimated level of effort is strictly for price proposal evaluation purposes only and is not to be interpreted as a commitment on the part of the Government for future business.

The above Table must be fully completed to be considered compliant.

Definition of a Day: A work day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the daily rate will be prorated to reflect the actual time worked.

$$\frac{\text{Hours worked}}{7.5 \text{ hours}} \times \text{firm per diem rate}$$

### Travel and Living Expenses:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive at <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.



All payments are subject to government audit.

Estimated Cost: \$ 2,600.00 per year

**GST/HST**

1. 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.
2. The estimated GST or HST of <to be indicated at contract award> is included in the total estimated cost. 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 any amounts of GST and HST paid or due.



**ANNEX C - SECURITY REQUIREMENTS CHECK LIST**

Government of Canada / Gouvernement du Canada

**NARMS - 20151116077**  
 Contract Number / Numéro du contrat  
**201504251**  
 Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Royal Canadian Mounted Police	2. Branch or Directorate / Direction générale ou Direction Canadian Police College	
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 Develop, coordinate, teach and facilitate the Canadian Internet Child Exploitation Course and the Advanced Internet Child Exploitation Course. Supplier will be required to control sample images of Child Pornography and control exercises in which participants will conduct live on-line undercover operations in search of suspects sharing and distributing Child Pornography.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" 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"/>	
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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
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 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"/>

*MET*

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>201504251</b>
Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / 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 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 : Facility  
Site Access at the Canadian Police College w/ escort 314

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

Security Classification / Classification de sécurité
--



Contract Number / Numéro du contrat <b>201504251</b>
Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



## **ANNEX D**

### **Mandatory and Point Rated Technical Evaluation Criteria**

#### **Interpretation of Personnel Requirement by the Evaluation Team**

1. The statements and requirements in this article apply to the Mandatory personnel information.
2. To demonstrate the experience of personnel (i.e. resource), the Bidder should provide complete project details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. The Bidder is advised that only listing position or assignment titles without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this valuation.
3. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms are considered work experience provided they are related to the required services. If no months/ years are stated to indicate when the work experience was obtained, then the experience will not be considered.
4. The Bidder is advised that the month(s) of valid experience listed for a project whose timeframe overlaps that of another referenced project 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.
5. The Bidder is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:
  - (a). "2004", then only one month will be allowed for 2004, provided that the experience is applicable;
  - (b). "2004-2005", then only one month will be allowed for 2004, and one month for 2005, for a total of two months, provided that the experience is applicable;
  - (c). "2003-2005", then only one month will be allowed for 2003, and one month for 2005, and 12 for 2004, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.
6. Phrases such as "within the last sixty (60) months" are used mean "within the sixty (60) preceding the closing date of the RFP". In the event that the RFP closing date is changed after the initial publication of the RFP, the Bidder may choose to interpret the phrase as being measured from either the initial closing date or the final closing date, unless otherwise directed in an RFP amendment.
7. Phrases such as "experience working as a Manager" (or other resource category title) mean that the experience must match, to the satisfaction of the evaluation team, the requirements for such a resource category as stated in the Statement of Work provided with this RFP.
8. Phrases such as "experience dealing with matters related to the Statement of Work" mean that the experience must match, to the satisfaction of the evaluation team, the nature of the requirements for the work being done by the RCMP as described throughout the Statement of Work, including but not limited to background and introductory and other descriptive information.



9. The bidder must propose only one (1) resource; and complete the mandatory and rated grids for the proposed resource.

**Instructions to bidders for responding to mandatory criteria:**

1. From the dates in month/year; bidders are encouraged to calculate the number of months and insert the total number of months in brackets; example: January 2006 to March 2006 (3 months)
2. To demonstrate resource experience, the proposed resource must provide a resume. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the mandatory evaluation.
3. The Bidder is requested to respond to the Evaluation Criteria using the table format below.
4. The bidder must make clear references to the candidates' resume for each stated claim in the contractor's response (where applicable). Complete details demonstrating how a Bidder meets each Evaluation Criteria must be provided, including reference to where, when and how experience was obtained and how it relates to each requirement.

**MANDATORY REQUIREMENTS**

At bid closing time, the Bidder must:

- (a) comply with the following Mandatory Requirements; and
- (b) provide the necessary documentation to support compliance.

Any bid which fails to meet the following Mandatory Requirements will be considered non-responsive and will not be given further consideration.

**Table 1:**

<b>Number</b>	<b>Mandatory Requirements</b>	<b>MET (Yes/No)</b>	<b>Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)</b>
<b>M1</b>	The bidder must provide a resume for the proposed instructor.		
<b>M2</b>	The proposed instructor must have a minimum of two (2) years demonstrated experience within the last five (5) years lecturing to members of the police community on Child Exploitation matters.		
<b>M3</b>	The proposed instructor must have a minimum of three (3) years demonstrated experience within the last ten (10) years investigating child exploitation and child luring cases in an Investigative Unit.		

**POINT-RATED CRITERIA**





Each Technical Proposal that meets all Mandatory Requirement specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria.

1. In addressing the point rated evaluation criteria, the candidate should supplement the information supplied in response to the mandatory requirements with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resource. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the point rated evaluation.
2. The Bidder's Score will be based on the Evaluation Scale provided below unless stated otherwise.
3. The proposed resource must obtain a minimum score of 80% or 36 points to be considered compliant. Proposals resulting in the resource not meeting the minimum score will be considered non-responsive.

**Table 2:**

Item	Rated Requirements	Max Score	Bidder's Score	Substantiation (Explanation)
PR.1	The proposed instructor has demonstrated experience in delivering online child exploitation courses or conducting child exploitation workshops to a minimum of ten (10) participants.  Courses or workshops: 5+ to 10 = 5 points 10+ to 15 = 10 points 15+ or more = 15 points	<b>15</b>		
PR.2	The proposed instructor has demonstrated experience conducting child luring investigations over and above the minimum of three (3) years indicated at M3.  4+ up to 5 years = 5 points 5+ up to 6 years = 10 points 6+ years = 15 points	<b>15</b>		
PR3	The proposed instructor has demonstrated experience conducting online child exploitation investigations.  1 up to 2 years = 5 points 2+ up to 5 years = 10 points 5+ years = 15 points	<b>15</b>		
<b>Total Points Required 36/45 or 80% /Total Score</b>				



**Oral Presentation:**

Each Technical Proposal that meets all Mandatory Requirement and obtains the minimum score of 80% or 36 points on the Point Rated Criteria specified above will be invited for an oral presentation on a topic of their choosing at the RCMP, Canadian Police College, 1 Sandridge Road, Ottawa, Ontario. The presentation can be on a topic of the bidders choosing and must not exceed 20 minutes in length. The presentation will be stopped at the 20 minute mark. The presentation will be evaluated and scored by three RCMP personnel in accordance with the following point-rated evaluation criteria. No costs will be incurred by the RCMP for preparation or delivery of the oral presentation. The bidder will be contacted by the Project Authority to arrange a date and time for the oral presentation as well as to discuss any visual aid or computer requirements required for the oral presentation.

1. The proposed resource must obtain a minimum score of 70% or 49 points to be considered compliant. Proposals resulting in the resource not meeting the minimum score will be considered non-responsive.
2. The Bidder's Score will be based on the Evaluation Scale provided below unless stated otherwise.

**Table 3:**

<b>Item</b>	<b>Rated Requirements</b>	<b>Max Score:</b>	<b>Score</b>
<b>OP1 Organization (5 points)</b>	Information is presented in a logical sequence: 0-2 points = not well organized and difficult to follow 3 points = organized and easy to follow 4-5 points = extremely well organized and to follow	5	
<b>OP2 Content (30 points)</b>  See Rating Scale for OP2 on Page 34	Introduction is attention-getting, lays out the problem well, and establishes a framework for the rest of the presentation.	5	
	Technical terms are well-defined in language appropriate for the target audience.	5	
	Presentation contains accurate information.	5	
	Material included is relevant to the overall message/purpose.	5	
	Appropriate amount of material is prepared, and points made reflect well their relative importance.	5	
	There is an obvious conclusion summarizing the presentation.	5	
<b>OP3 Presentation (35 points)</b>  See Rating Scale for OP3 on Page 34.	Instructor maintains good eye contact with the audience and is appropriately animated (e.g., gestures, moving around, etc.).	5	
	Instructor uses a clear, audible voice.	5	
	Delivery is poised, controlled, and smooth.	5	
	Good language skills and pronunciation are used.	5	
	Visual aids are well prepared, informative, effective, and not distracting.	5	
	Length of presentation is within the assigned time limits.	5	
	Information was well communicated.	5	
<b>Total Points Required 49/70 or 70%</b>		<b>70</b>	



**The following rating scheme will be used to evaluate the Oral Presentation.**

**Rating Scale for OP2:**

0%	Information provided does not address the criteria. Proposed instructor receives 0% for the available points for this element.
10%	Information provided demonstrates a minimal understanding that is relevant to the stated criteria. Proposed instructor receives 10% of the available points for this element.
30%	Information provided demonstrates some understanding that is relevant to the stated criteria but does not demonstrate a full range of understanding for all elements of the rated criteria. Proposed instructor receives 30% of the available points for this element.
50%	Information provided demonstrates understanding for most but not all of the elements of the rated criteria. Proposed instructor receives 50% of the available points for this element.
70%	Information provided demonstrates understanding that is relevant to all of the elements of the rated criteria. Proposed instructor receives 70% of the available points for this element.
80%	Information provided clearly demonstrates a full understanding of all of the elements of the rated criteria. Proposed instructor receives 80% of the available points for this element.
100%	Rated criteria is dealt with in depth, information provided demonstrates a full range of in-depth understanding of all of the elements of the rate criteria. Proposed instructor receives 100% of the available points for this element.

**Rating Scale for OP3:**

0%	Unacceptable. The proposed instructor does not meet the minimum requirements. Thoughts appear scrambled and lack of structure.
25%	Interpersonal skills are less than desirable. i.e. shows difficulty maintaining focus and listener's attention. Appears uncomfortable when speaking and answering questions, however can make their point when pressed.
50%	Adequate. Maintains listener's attention most of the time. Shows reasonable interpersonal skills, i.e. can communicate adequately but, noticeably requires more effort.
75%	More than adequate. Maintains listener's attention. May require more time for thoughts to be presented and to be completely effective with presentation. i.e. thoughts are clear but not always concise. Better than average interpersonal skills. Appears relaxed. Speaks clearly and communicates effectively.
100%	Exceptional. Easily maintains listener's attention. Thoughts are clear and concise. Well spoken. Excellent interpersonal skills. i.e. appears relaxed and communicates effortlessly, expresses concepts and ideas with ease and leaves the listener with a sense of being able to relate to the proposed resource.

Any bid which fails to obtain the required minimum number of points specified will be declared non-responsive.

	<b>Max Score:</b>	<b>Score</b>
<b>Total Technical Score (Table 2 + Table 3): /115</b>	<b>115</b>	