



**SOLICITATION CLOSES
L'INVITATION PREND FIN**

**at – à 02:00 PM
on – le 05 August 2015**

**Time Zone: - Fuseau horaire :
Eastern Daylight Savings Time (EDT)**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Department of National Defence

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: Ministère de la Défense nationale (MDN)

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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

THIS DOCUMENT DOES NOT CONTAIN A SECURITY REQUIREMENT

Issuing Office – Bureau de distribution

Director Services Contracting (D Svcs C 4)
Direction des contrats de service (DC Svc 4)

Title – Sujet RFP – Certified Project Management Training	
Solicitation No. – N° de l'invitation DND-15/0003477	
Date	
Reference No. – N° de reference du client	
RETURN BIDS TO: RETOURNER LES SOUMISSIONS À : By Email to: – par courriel à : DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca Director Services Contracting – Direction des contrats de service Attention: Anna Maria Mangone	
Address Enquiries to: Adresser toutes questions à : Anna Maria Mangone Telephone No. E-mail Address N° de telephone Courriel 819-997-3335 Anna-Maria.Mangone@forces.gc.ca	
FOB – FAB See Herein – Voir ci-inclus	
Destination See Herein – Voir ci-inclus	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur Telephone No. - N° de telephone Facsimile No. - N° de télécopieur	
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)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no Security Requirements applicable to this Contract.

1.2 Statement of Work

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

The Department of National Defence (DND) has a requirement for project management training based on the Project Management Institute's Project Management Body of Knowledge (PMBOK®) Guide. It is DND's intention to award one (1) contract for a three-year period plus one (1) one-year option.

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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), and the Canada-Panama Free Trade Agreement (CPanFTA) if it is in force.



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.

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** is deleted in its entirety and replaced by:

By submitting a bid, the Bidder certifies that it complies with the *Code of Conduct for Procurement* (<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>) and agrees to be bound by its terms. The Bidder also certifies that it complies with the terms of section 18 of the *Government Contracts Regulations, (SOR/87-402)*.

Section 02, **Procurement Business Number** is deleted in its entirety.

Section 05, **Submission of Bids** – Subsection 2(d) is deleted and replaced by:

It is the Bidder's responsibility to:

- (d) send its bid only to Department of National Defence (DND) organization receiving the bids as specified on Page 1 of the bid solicitation.

Section 05, **Submission of Bids – Subsection 4** is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) calendar days.

Section 06, **Late Bids** is deleted in its entirety.

Section 07, **Delayed Bids** is deleted and replaced by:

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.

Section 08, **Transmission by Fax** is deleted in its entirety.

Section 20, **Further Information** is deleted in its entirety.

2.2 Submission of Bids

- a. Unless specified otherwise in the RFP, bids must be received by the Contracting Authority at the electronic address identified by the date, time and place indicated on page 1 of the solicitation.



- b. **Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Procurement Authority.** Larger bids may be submitted through more than one e-mail. The Procurement Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Procurement Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Procurement Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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?



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; and
- (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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

2.4 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 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.



2.5 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

3.1 Bid Preparation Instructions

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

Section I, Technical Bid: one (1) soft copy submitted by e-mail;

Section II, Financial Bid: one (1) soft copy submitted by e-mail;

Section III, Certifications Not Included in the Technical Bid: one (1) soft copy submitted by e-mail.

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

Format 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; and
- (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](#).

To assist Canada in reaching its objectives, bidders should:

1. use paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs 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 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.

Part 4, Evaluation Procedures and Basis of Selection, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.



- 3.1.1 SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation apply to and form part of the Contract.
- 3.1.2 Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- 3.1.3 When preparing their financial bid, bidders should review:
 - (a) The basis of payment in Annex "B"; and
 - (b) Clause 4.1.2, Financial Evaluation, of Part 4;
- 3.1.5 All rates included in the pricing schedule detailed in Attachment 1 to Part 3 exclude travel and living expenses.
- 3.1.6 Bidders should include the following information in their financial bid:
 - (a) Their legal name;
 - (b) Their Procurement Business Number (PBN); and
 - (c) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - (i) their bid; and
 - (ii) any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



ATTACHMENT 1 to PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all inclusive rate (in Can \$).

The inclusion of volumetric data in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rate included in this pricing schedule includes the total estimated cost of any travel and living expenses that may need to be incurred for:

The Work described in Part 6 of the bid solicitation required to be done, delivered or performed:

- a) inside the National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>);
- b) any travel required between the successful Bidder's place of business and the NCR; and
- c) any relocation of resources required to satisfy the terms of any resulting contract.

PERIOD OF THE CONTRACT: FROM THE DATE OF CONTRACT AWARD TO THREE (3) YEARS AFTER THE COMMENCEMENT OF COURSE DELIVERY ESTIMATED TO BE ON 1 FEBRUARY 2016
[DATE TO BE SPECIFIED IN THE RESULTING CONTRACT]

Course Development Cost Table:

Title	Total Cost Price
Preliminary Course Package-English	\$
Course Package - English	\$
Course Package - French	\$
Course Schedule	\$
Updated Course Package (When PMBoK updated to Sixth Edition):	
English	\$
French	\$
Total Course Development Cost	\$

Courses Table: It is estimated that there will be a minimum of 36 courses required up to a maximum of 54 courses.

Course Title	All Inclusive Firm Unit Price (A)	Estimated Number of Serials (B)	Total Cost Price (A x B)
Project Management Training	\$	54	\$

Contract Period Totals Table (1):

	Total Cost Price
Total Course Development	\$
Total Courses	\$
Total Contract Period Price (excluding Applicable Taxes)	\$



OPTION PERIOD 1: End of the Initial Contract Period to one (1) year later

Courses Table: It is estimated that there will be a minimum of 12 courses required up to a maximum of 18 courses.

Course Title	All Inclusive Firm Unit Price (A)	Estimated Number of Serials (B)	Total Cost Price (A x B)
Project Management Training	\$	18	\$

Option Period Totals Table (2):

	Total Cost Price
Total Courses	\$
Total Option Period Price (excluding Applicable Taxes)	\$

Total Evaluated Price Table (for evaluation purposes only):

	Total Cost Price
Total Contract Period (1)	\$
Total Option Period (2)	\$
Total Evaluated Price (excluding Applicable Taxes)	\$

NOTE TO BIDDERS: IF REQUIRED, DND WILL REDUCE THE ESTIMATED LEVEL OF COURSES OF ANY RESULTING CONTRACT TO ENSURE THAT THE TOTAL POTENTIAL VALUE OF THE CONTRACT DOES NOT EXCEED \$2,000,000.00 (INCLUDING APPLICABLE TAXES).



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 evaluation and financial criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

#	MANDATORY TECHNICAL CRITERION (MT)	BID PREPARATION INSTRUCTIONS
MT1	The Bidder must demonstrate that they are a Project Management Institute (PMI) Registered Education Provider (REP) in good standing.	The Bidder must provide demonstrable proof they are a PMI REP and evidence of good standing (example: a copy of the PMI REP certificate or the PMI REP certificate number).
MT2	The Bidder must demonstrate that they have an established capability to develop and deliver Project Management training in both English and French.	The Bidder must provide evidence of an established capability to develop and deliver training in both English and French. Evidence may include a current course catalogue.
MT3	The Bidder must demonstrate that they have delivered within the last two (2) years, a course or combination of courses which jointly cover, at a detailed level, content found in the current Project Management Body of Knowledge (PMBOK® Guide) related to each process that comprise all of the following Knowledge Areas: <ul style="list-style-type: none"> • Project Integration Management; • Project Scope Management; • Project Time Management; • Project Cost Management; • Project Risk Management; and • Project Stakeholder Management 	For each process within each Knowledge Area listed, the Bidder must: <ul style="list-style-type: none"> • <u>Evidence</u>: Provide evidence that includes courseware from previously delivered courses such as student manuals; • <u>Content</u>: Identify the content of the PMBOK® Guide in the course that covered the processes; • <u>Cross Reference</u>: Provide a clear cross reference from the Knowledge Area/ Process to the specific evidence provided; and • <u>Dates</u>: Provide details of the delivered course in terms of dates and location of course delivery
MT4	The Bidder must demonstrate that PMI Professional Development Units (PDUs) were awarded for the courses or combination of courses in support of the Knowledge Areas in MT3.	The Bidder must provide evidence that PMI PDUs were awarded. Evidence may include a print out from PMI indicating the number of PDU's awarded for each course or within a course catalogue.



4.1.2 Financial Evaluation

The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2 Basis of Selection

4.2.1 Lowest Evaluated Price

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest Total Evaluated Price will be recommended for award of a contract.

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. Bidders should provide the required certifications in Section III of their bid.

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 the 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.

5.1 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 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.

5.1.2 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_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - 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.



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Statement of Work

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

6.3 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 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.

6.3.1 General Conditions

The 2010B (2014-09-25) General Conditions – Professional Services (Medium Complexity) are incorporated by reference into and form part of the bid solicitation.

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

6.3.2 Supplemental General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the date of Contract Award to three (3) years after the commencement of course delivery estimated to be on 1 February 2016 **[date to be specified in the resulting Contract]**.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period 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 thirty (30) 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.



6.5 Authorities

[Details on the authorities to be specified in the resulting Contract]

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: National Defence Headquarters
 Attention: [insert designation]
 101 Colonel By Drive
 Ottawa, Ontario
 K1A 0K2

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

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.

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: National Defence Headquarters
 Attention: [insert designation]
 101 Colonel By Drive
 Ottawa, Ontario
 K1A 0K2

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

The Technical 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 Technical Authority; however, the Technical 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.



6.5.3 Procurement Authority

The Procurement Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: National Defence Headquarters
 Attention: **insert designation**
 101 Colonel By Drive
 Ottawa, Ontario
 K1A 0K2

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

The Procurement Authority is responsible for all matters concerning the day-to-day management of the Contract. Any proposed changes to the scope of the Work are to be discussed with the Procurement Authority and Technical Authority, but any resulting change can only be confirmed by a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representative

Name: _____
 Title: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

6.6.2 Limitation of Expenditure

For the Work described in applicable sections of the Statement of Work in Annex A:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$**amount to be specified in the resulting Contract**. Customs duty are included and Applicable Taxes are extra.

6.6.3 Method of Payment

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. An invoice has been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.6.3.1 The initial Schedule of Milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Deliverables	Firm Amount (in accordance with the Basis of Payment to be completed at Contract Award)	Delivery Date
01A	Preliminary Course Package – English	\$	Four (4) Weeks after Contract Award
01B	Course Package – English Version Course Schedule	\$	Twelve (12) Weeks after Contract Award
02	Course Package – French Version	\$	Twenty (20) Weeks after Contract Award
03	Updated Course Package (when PMBoK updated) – English Version	\$	When PMBoK is updated
04	Updated Course Package (when PMBoK updated) – French Version	\$	When PMBoK is updated
05	Course Serial 01	\$	Approximately once per month (estimated to start 1 February 2016)
06	Course Serial 02	\$	Approximately once per month after Course Serial 01
	And so on... based on the Volumetric Data estimate of the number of Course Serials to be delivered during the contract period		

6.6.4 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

6.7 Invoicing Instructions

6.7.1 Invoices are to be submitted no more than once per month and detail the Work performed as per the Contract.

6.7.2 The Contractor must submit invoices on its own form which must include:

- a. Date;
- b. Contractor's name and address;
- c. Name and address of the DND organization to which the invoice is submitted (see Section 6.5.3);
- d. Contract Number;
- e. Financial codes;
- f. GST or HST (as applicable) registration number;



- g. Milestone number and Deliverable as per the Schedule of Milestones in Section 6.7.3.1; and
- h. Amount invoiced (exclusive of the GST or HST as appropriate) and the amount of GST or HST, as appropriate, shown separately.

6.7.3 The Contractor must not submit an invoice prior to performance or delivery.

6.7.4 Any invoices where groups of items cannot be easily identified will be sent back to the Contractor for clarification with no interest or late payment charges applicable to Canada.

6.7.5 If Canada disputes an invoice for any reason, Canada agrees to pay the Contractor the portion of the invoice that is not disputed provided that items or services not in dispute form separate line items of the invoice and are otherwise due and payable under the Contract.

6.7.6 The Contractor must submit a high resolution .pdf copy of the original invoice along with all required supporting documentation to the Procurement Authority by means of an email with the contract number, description and invoice number in its subject line. By doing so the Contractor certifies that the .pdf copy of each invoice will be treated as an original invoice. Any and all original receipts must be received by the Procurement Authority prior to processing of the invoice, in compliance with Treasury Board regulations. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. **The name of the province or territory as specified by the Bidder in its bid will be inserted below, if applicable.**

6.10 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 Conditions 4006 (2010-08-16)
- (c) the General Conditions [2010B](#) (2014-09-25);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment; and
- (f) the Contractor's bid dated _____.

6.11 Defence Contract

SACC Manual clause A9006C (2012-07-16), Defence Contract



NOTE TO BIDDERS: One (1) of the following two (2) options will be specified as clause 13 in the resulting Contract.

OPTION 1

6.12 Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

OPTION 2

6.12 Foreign Nationals (Foreign Contractor)

SACC Manual clause A2001C (2006-06-16), Nationals (Foreign Contractor)

6.13 Insurance

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



ANNEX "A" - STATEMENT OF WORK

1. SCOPE

- 1.1 The Materiel Group of the Department of National Defence (DND) has a requirement for project management training that follows the knowledge framework documented in the Project Management Institute's (PMI's) Guide to the Project Management Body of Knowledge (PMBOK® Guide). A requirement for a Project Management course of eight days duration has been identified.
- 1.2 The scope of work associated with the project management course comprises:
- 1.2.1 The development of English and French versions of the course based on content in the PMBOK® Guide, including limited DND context related to specific teaching points and group work.
- 1.2.2 The delivery of multiple serials of the course to students primarily drawn from the three DND Groups that have project delivery responsibilities, i.e. the Materiel, Infrastructure and Environment, and Information Management Groups.
- 1.3 It is expected that the course will be based on either a commercial course already offered by the Contractor, or will be assembled by combining existing course material from two or more project management courses. DND context will be added during a training development workshop facilitated by the Contractor with the input of CAF/DND subject matter experts.
- 1.4 The project management course will focus on six key knowledge areas defined by the PMBOK® Guide:
- Project Integration Management;
 - Project Scope Management;
 - Project Time Management;
 - Project Cost Management;
 - Project Risk Management; and
 - Project Stakeholder Management.
- 1.5 Each eight-day Course Serial will be pre-scheduled on a Course Schedule proposed by the Contractor and agreed by Canada. It is anticipated that twelve Course Serials will be delivered per year over the period of the contract, with up to six additional Course Serials delivered per year should there be a demand.
- 1.6 All Course Serials must be delivered in a classroom setting at contractor-provided training facilities in the National Capital Region (NCR).

2. REFERENCE DOCUMENT

- 2.1 A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Fifth Edition, Project Management Institute, 2013

3. TASKS

3.1 Task 1 – Develop Preliminary Course Package:

- 3.1.1 The intent of this Task is to:
- Confirm that the course content for the course satisfies the requirements for the Course Package as specified in Section 4.5 Course Package; and



- Provide a base for the addition of DND context to the Course Package.

3.1.2 The Contractor must develop a Preliminary Course Package for the course, and submit for review and acceptance.

3.1.3 The Preliminary Course Package must satisfy the requirements of Item 1 – Preliminary Course Package in Section 4.1 Table 1 – Deliverables.

3.2 Task 2 – Add DND Context to Course Package:

3.2.1 While DND has adopted the PMBOK® Guide as a framework for establishing project management processes, the DND project environment has a number of characteristics which are not reflected in the material presented in the PMBOK® Guide. As a result, there is a benefit in adding specific DND context to training courses that are directed at DND project management practitioners.

3.2.2 The intent of adding DND context to the course package is **not** to modify the structure or core content of the Contractor's course material.

3.2.3 DND context will be added by:

- Inserting teaching points and references as additional information at appropriate points in the course presentation material (such as links, handouts and other minor additions); and
- Modifying project scenarios that may be used in group work such that the scenario is relevant to the DND project environment.

3.2.4 Based on a review of the Preliminary Course Package, Canada will identify opportunities for adding DND context.

3.2.5 The Contractor must facilitate a DND Context Workshop, of up to five days in length, in which the Contractor and the Technical Authority will jointly define modifications to the Preliminary Course Package to add DND context. The text associated with all modifications will be finalized by the conclusion of the workshop, with specific input provided by the Technical Authority as requested by the Contractor.

3.3 Task 3 – Finalize Course Package:

3.3.1 The Contractor must determine the number of PDUs to be awarded for course completion.

3.3.2 The Contractor must establish their authority as required to award PDUs for course completion.

3.3.3 The Contractor must finalize the Course Package based on:

- Defects identified by Canada in the Preliminary Course Package; and
- The addition of DND Context to the Course Package.

3.3.4 The Contractor must prepare a Course Package – English Version for the course and submit for review and acceptance.

3.3.5 The Course Package – English Version must satisfy the requirements of Item 2 – Course Package – English Version Section 4.1 Table 1 – Deliverables.

3.3.6 The Contractor must prepare a Course Package – French Version for the course and submit for review and acceptance.



3.3.7 The Course Package – French Version must satisfy the requirements of Item 3 – Course Package – French Version of Section 4.1 Table 1 – Deliverables.

3.4 Task 4 – Develop and Maintain Course Schedule

3.4.1 Course serials will be scheduled with a set long term schedule proposed by the Contractor and agreed by Canada.

3.4.2 The Contractor must develop and maintain the Course Schedule for delivery in the NCR.

3.4.3 Should the Contractor want to make changes to the approved course schedule, the Contractor must submit requests for schedule changes to Canada for review and approval.

3.4.4 Canada reserves the right to cancel a scheduled Course Serial, or change the language of instruction of a scheduled Course Serial, by providing written direction to the Contractor using the “Course Scheduling Form” (hereunder referred to as the “Form”) a minimum of twenty business days prior to the start of the affected course serial, at no cost to Canada.

3.4.5 Canada may request the scheduling of an additional Course Serial using the Form when a sufficient pool of candidates is identified by Canada. Specific dates, the number of participants, the requested language of instruction, and location of instruction will be requested by Canada on the Form, and acceptance by the Contractor will be confirmed by an authorized official’s signature on the same Form.

3.4.6 The Course Schedule must satisfy the requirements of Item 4 – Course Schedule of Section 4.1 Table 1 – Deliverables.

3.5 Task 5 – Deliver Scheduled Course Serials:

3.5.1 Pre-Course Administration

3.5.1.1 Canada will manage the loading of students on each Course Serial scheduled in the Course Schedule. Canada will target course loading for twenty-two students per course, with a minimum of twelve and a maximum of twenty-six students.

3.5.1.2 Canada will inform the Contractor of the number of students that are loaded on the Course Serial two weeks before the scheduled start date of the Course Serial.

3.5.2 Course Delivery

3.5.2.1 The Contractor must deliver Course Serials as scheduled in the Course Schedule.

3.5.2.2 The Contractor must provide instructors with the qualifications specified in *Section 6.2 Instructor Qualifications* to instruct each Course Serial. Replacement of instructors is subject to the General Conditions of the Contract.

3.5.2.3 The Contractor may use more than one instructor to deliver a Course Serial.

3.5.2.4 The Contractor must deliver the Course Serial over a period of eight days, with 6.5 hours of classroom time per day, for a total of 52.0 hours of classroom time.

3.5.2.5 The Contractor must schedule each day of instruction of the Course Serial between 8:30 am and 4:00 pm and make provision for a lunch break and health breaks using 1.0 hours of non-classroom time per day.

3.5.2.6 The Contractor must brief the students on administrative arrangements for the course.



- 3.5.2.7 The Contractor must maintain a record of student attendance, and complete for each student a "Student Attendance Record", using the MMTC template to be provided by Canada.
- 3.5.2.8 For a Course Serial conducted in English, the Contractor must, at the start of the course, provide to each student the English version of the Student Manual and PMBOK® Guide, for the students' retention after course completion.
- 3.5.2.9 For a Course Serial conducted in French, the Contractor must, at the start of the course, provide to each student the French version of the Student Manual and PMBOK® Guide, for the students' retention after course completion.
- 3.5.2.10 For each Course Serial, the Contractor must make available five copies of the versions of the Student Manual and PMBOK® Guide in the language other than the language in which the course is being conducted, for reference by students who may be taking the course in their second language, for the students' retention after course completion.
- 3.5.2.11 The English version of the Student Manual must satisfy the requirements of Item 7 – Student Manual – English Version in Section 4.1 Table 1 – Deliverables.
- 3.2.5.12 The English version of the PMBOK® Guide must satisfy the requirements of Item 9 – PMBOK® Guide – English Version in Section 4.1 Table 1 – Deliverables.
- 3.2.5.13 The French version of the Student Manual must satisfy the requirements of Item 8 – Student Manual – French Version of Section 4.1 Table 1 – Deliverables.
- 3.2.5.14 The French versions of the PMBOK® Guide must satisfy the requirements of Item 10 – PMBOK® Guide – French Version of Section 4.1 Table 1 – Deliverables.
- 3.2.5.15 Each Course Serial must satisfy the requirements of Item 13 – Course Serials of Section 4.1 Table 1 – Deliverables.

3.5.3 Final Exam

- 3.5.3.1 The Contractor must administer a Final Exam to the students at the end of the course.
- 3.5.3.2 The Contractor must mark the Final Exams and review the correct answers with the class, focusing on those questions where students encountered difficulty.
- 3.5.3.3 Students who have attended the entire course and who have failed to achieve the course pass mark may choose to sit a supplementary Final Exam. In support of students who have chosen to sit a supplementary Final Exam, the Contractor must:
- Schedule and conduct a review session of not more than two hours in duration, focusing on areas where the student(s) encountered difficulty with the material; and
 - Administer a supplementary Final Exam, to be held within three days of the last day of instruction of the Course Serial.
- 3.5.3.4 The Contractor must calculate each student's course mark, and record the results on each student's "Student Attendance Record".

3.5.3.5 The Final Exam must satisfy the requirements of Section 4.10 Final Exam.

3.5.4 Course Critiques

3.5.4.1 Canada will provide the Contractor with an MMTC template “Course Evaluation/Critique” form.

3.5.4.2 The Contractor must administer the completion of “Course Evaluation/Critique” forms by each student for each Course serial. The Contractor must attach the original completed forms to the Course Report for the Course Serial.

3.5.5 Course Completion Certificates

3.5.5.1 The Contractor must prepare and present Course Completion Certificates to those students who have obtained a pass mark on the course.

3.5.5.2 The Course Completion Certificates must satisfy the requirements of Item 11 – Course Completion Certificates in Section 4.1 Table 1 – Deliverables.

3.5.6 Course Report

3.5.6.1 The Contractor must prepare and submit an “End-of-Course” Report after the completion of each Course Serial.

3.5.6.2 The Course Report must satisfy the requirements of Item 12 – Course Report in Section 4.1 Table 1 – Deliverables.

3.6 Task 6 – Update Course Package:

3.6.1 The PMBOK® Guide is updated by PMI on an average of every four years. The latest edition of the PMBOK® Guide, the fifth edition, was published in 2013.

3.6.2 The Contractor must notify the Technical Authority when a new version of the PMBOK Guide has been released.

3.6.3 The Contractor must prepare Updated Course Packages – English version following the release of a new English version of the PMBOK® Guide, and submit for review and acceptance.

3.6.4 The Updated Course Package – English Version must satisfy the requirements of Item 5 – Updated Course Package – English Version in Section 4.1 Table 1 – Deliverables.

3.6.5 The Contractor must prepare Updated Course Packages – French version following the release of a new French version of the PMBOK® Guide, and submit for review and acceptance.

3.6.6 The Updated Course Package – French Version must satisfy the requirements of Item 6 – Updated Course Package – French Version in Section 4.1 Table 1 – Deliverables.

4. DELIVERABLES

4.1 Table 1 – Deliverables:

Item	Description	Requirements	Delivery	Media
Documentation Deliverables – Training Development				
1	Preliminary Course Package	Section 4.3 Preliminary Course Package	4 weeks after Contract Award (CA)	2 Hard copy (bound) 2 Soft copy (DVD), pdf format
2	Course Package – English Version	Section 4.5 Course Packages	To Technical Authority, 12 weeks after CA	2 Hard copy (bound) 2 Soft copy (DVD), pdf format Note - PMBOK® Guide only required in hard copy
3	Course Package – French Version	Section 4.5 Course Packages	To Technical Authority, 8 weeks after Canada's acceptance of the Course Package – English Version	2 Hard copy (bound) 2 Soft copy (DVD), pdf format Note - PMBOK® Guide only required in hard copy
4	Course Schedule	Section 4.4 Course Schedule	To Procurement Authority, 12 weeks after CA 2 weeks after the execution of an Option to the Contract 2 days after any agreed change to the schedule	Soft copy as email attachment
5	Updated Course Package – English Version	Section 4.5 Course Packages	To Technical Authority, 4 weeks after publication of a new version of the PMBOK® Guide in English	2 Hard copy (bound) 2 Soft copy (DVD), pdf format Note - PMBOK® Guide only required in hard copy
6	Updated Course Package – French Version	Section 4.5 Course Packages	To Technical Authority, the later of: 4 weeks after Canada's acceptance of the Updated Course Package – English Version OR 12 weeks after publication of a new version of the PMBOK® Guide in French	2 Hard copy (bound) 2 Soft copy (DVD), pdf format Note - PMBOK® Guide only required in hard copy



Item	Description	Requirements	Delivery	Media
Documentation Deliverables – In Support of Delivery of a Course Serial				
7	Student Manual – English Version	Section 4.8 Student Manual	To students attending the course, at start of each Course Serial	Hardcopy, bound 1 per student attending a Course Serial delivered in English 5 spares available for a Course Serial delivered in French, provided at student request
8	Student Manual – French Version	Section 4.8 Student Manual	To students attending the course, at start of each Course Serial	Hardcopy, bound 1 per student attending a Course Serial delivered in French 5 spares available for a Course Serial delivered in English, provided at student request
9	PMBOK® Guide – English Version	Section 4.9 PMBOK® Guide	To students attending the course, at start of each Course Serial	Hard copy as published by PMI. 1 per student attending a Course Serial delivered in English 5 spares available for a Course Serial delivered in French, provided at student request
10	PMBOK® Guide – French Version	Section 4.9 PMBOK® Guide	To students attending the course, at start of each Course Serial	Hard copy as published by PMI. 1 per student attending a Course Serial delivered in French 5 spares available for a Course Serial delivered in English, provided at student request
11	Course Completion Certificates	Section 4.11 Course Completion Certificates	To students attending the course, on course completion.	Hard Copy 1 per student achieving a pass mark in the course
12	Course Report	Section 4.12 Course Report	To Procurement Authority, 5 Days after the completion of the Course Serial	Hard Copy



Item	Description	Requirements	Delivery	Media
Service Deliverables – Training Delivery				
13	Course Serials	Section 3.5 Task 5 – Deliver Scheduled Course Serials	To students attending the course, in accordance with approved Course Schedule. First serial estimated to be delivered Feb 1-10, 2016.	N/A

4.2 Acceptance of Deliverables

- 4.2.1 Documentation Deliverables related to training development will be reviewed by the Technical Authority for compliance with the specified requirements. Results of the review will be provided to the Contractor within 2 weeks after receipt of a documentation deliverable.
- 4.2.2 The delivery of Course Serials will be subject to audit by the Technical Authority for compliance with the specified requirements.

4.3 Preliminary Course Package

- 4.3.1 The Preliminary Course Package must satisfy the requirements of the Course Package specified in Section 4.5 Course Package but only needs to include the following:
- Course Outline (see section 4.6 Course Outline); and
 - Student Manual (see section 4.8 Student Manual).
- 4.3.2 The Preliminary Course Package will be delivered in English only.

4.4 Course Schedule

- 4.4.1 The course schedule must cover the period for which the contract has been awarded and for which contract options have been exercised.
- 4.4.2 The course schedule must identify, for each course scheduled:
- Course Title;
 - A unique identifier for the Course Serial;
 - Course dates; and
 - Location.
- 4.4.3 Initially, the course schedule must identify 12 Course Serials per year, of which 10 will be scheduled for delivery in English and 2 in French.
- 4.4.4 Initially, the course schedule must identify provisional dates for 6 additional Course Serials per year should the additional courses be required.
- 4.4.5 Courses should be scheduled to begin on the first business day of a week, and then run continuously for eight business days.



4.4.6 Course serials should not be scheduled for delivery during the following periods, unless Canada requests otherwise:

- Mid-December to mid-January;
- Mid June to mid-September; and
- Over any period that includes a statutory holiday that falls on a Friday or Monday.

4.4.7 The course schedule must include all approved additions, deletions, or change in language of delivery of Course Serials.

4.5 Course Package

4.5.1 Course Package Components

4.5.1.1 The Course Package must include the following components:

- Course Outline (see Section 4.6 Course Outline);
- Instructor Manual (see Section 4.7 Instructor Manual);
- Student Manual (see Section 4.8 Student Manual);
- PMBOK® Guide (see Section 4.9 PMBOK® Guide); and
- Final Exam and Supplementary Final Exam (see Section 4.10 Final Exam).

4.5.2 Updated Course Package Components

4.5.2.1 When the Course Package is updated as a result of a new issue of the **PMBOK® Guide**, the Course Package must include updates of the components specified in Section 4.5.1 Course Package Components, as well as a summary of changes. The summary of changes must list the changes made to each component of the course package, and reference the changed section of the **PMBOK® Guide** that triggered the change.

4.5.3 Learning Objectives

4.5.3.1 The Course must provide the student with an overview level of knowledge and understanding content of the **PMBOK® Guide**, i.e. of project management, project management processes, the five process groups, and the ten knowledge areas as presented in the **PMBOK® Guide**, and with a more detailed knowledge and understanding of the six knowledge areas listed below. Learning must include practical experience gained through participation in exercises and group learning activities such as guided discussion, role-play, case study, and group work, using project scenarios in the context of the DND project environment where appropriate. The six Knowledge Areas and associated process on which the course will focus are:

a.) Project Integration Management:

- Develop Project Charter;
- Develop Project Management Plan;
- Direct and Manage Project Work;
- Monitor and Control Project Work;
- Perform Integrated Change Control; and
- Close Project or Phase.



- b.) Project Scope Management:
 - Plan Scope Management;
 - Collect Requirements;
 - Define Scope;
 - Create WBS;
 - Validate Scope; and
 - Control Scope.

- c.) Project Time Management:
 - Plan Schedule Management;
 - Define Activities;
 - Sequence Activities;
 - Estimate Activity Resources;
 - Estimate Activity Durations; and
 - Develop Schedule.

- d.) Project Cost Management:
 - Plan Cost Management;
 - Estimate Costs;
 - Determine Budget; and
 - Control Costs.

- e.) Project Risk Management:
 - Plan Risk Management;
 - Identify Risks;
 - Perform Qualitative Risk Analysis;
 - Perform Quantitative Risk Analysis;
 - Plan Risk Responses; and
 - Control Risk.

- f.) Project Stakeholder Management:
 - Identify Stakeholders;
 - Plan Stakeholder Management;
 - Manage Stakeholder Engagement; and
 - Control Stakeholder Engagement.

4.5.4 Student Demographics

4.5.4.1 Course content must be suitable for a diverse student population. The student population will comprise members of the Canadian Armed Forces (CAF) and public servants within the Department of National Defence. While most of the students will have minimal experience in project management, some students may have significant experience in the DND project management environment. Students will generally possess post-secondary education, CAF/DND employment experience of between one and twenty-five years, and will come from many different occupations, including CAF operations, administration, engineering, procurement, and finance.

4.5.5 Basis of Course Content

4.5.5.1 Course content must be based on the PMBOK® Guide – Fifth Edition, or more recent edition as described in Section 3.6 Task 6 – Update Course Package.

4.5.5.2 Course content must satisfy PMI requirements for the awarding of Professional Development Units (PDUs).

4.5.6 DND Content

4.5.6.1 Course content must include content specific to the context of project management in the DND major capital project environment.

4.5.6.2 The DND-specific course content is limited to:

- Specific teaching points that relate material covered in the PMBOK® Guide to the DND major capital project environment; and
- Group learning activities using project scenarios in the context of the DND project.

4.5.7 Course Length

4.5.7.1 The Course content must be deliverable in 52 hours of classroom time over eight days.

4.5.8 Teaching Methods and Verification of Achievement of Learning Objectives

4.5.8.1 Course content must be structured to be delivered in a classroom setting with class size ranging from twelve to twenty-six, with a target size of twenty-two.

4.5.8.2. Instructional time must include interactive teaching methods such as guided discussion, role-play, case study, and group work.

4.5.8.3 The course content must include various means of verifying that the learning objectives of the course have been achieved for each student.

4.5.8.4 The means of verification must include a Final Exam, and may also include tests, homework assignments, or other means.

4.5.8.5 The means of verification must result in a course mark, for which the Contractor must establish a passing standard. A minimum of fifty percent of the course mark must be based on the results of the Final Exam.

4.5.9 Language of Course Package

4.5.9.1 The course package must have an English version and a French version, where the content of the course package of each language version is equivalent.

4.6 Course Outline

4.6.1 The Course Outline must break the 52 hours of classroom time for a Course Serial into discreet instructional and administrative activities.

4.6.2 For each activity, the Course Outline must provide:

- Schedule of the activity, for example Day 1, 08:30 – 10:00;
- Title of the activity; and
- Description of the activity;

4.6.3 For activities that are instructional activities, the Course Outline must also provide:

- Identification of the instructional method(s);
- Reference to applicable presentation material in the Student Handbook;
- Reference to applicable handouts, group exercises, and assignments in the Student Handbook;
- Reference to applicable tests or quizzes; and
- Reference to specific sections of PMBOK Guide whose content is covered in the Lesson.

4.7 Instructor Manual

4.7.1 The Instructor Manual must contain:

- All presentation material used in the delivery of the course, annotated as required with notes for the instructor;
- All handouts and other material used in support of interactive teaching methods such as case studies and group work;
- All exercises or assignments;
- All tests or quizzes if applicable;
- Marking guides for tests or quizzes if applicable;
- Final Exam and Supplementary Final Exam; and
- Marking guide for the Final Exam and Supplementary Final Exam.

4.8 Student Manual

4.8.1 The Student Manual must contain:

- All presentation material used in the delivery of the course;
- All handouts and other material used in support of interactive teaching methods such as case studies and group work; and
- All exercises or assignments;

4.8.2 The Student Manual must include space for students to annotate the presentation material. Hard copies of the Student Manual must be bound.

4.9 PMBOK® Guide

4.9.1 The PMBOK® Guide must be a published copy of the version of the PMBOK® Guide on which the Course Package was developed.

4.10 Final Exam and Supplemental Final Exam

4.10.1 A Final Exam is administered following the delivery of all periods of instruction to all students. A Supplemental Final Exam is administered to students who have failed the Final Exam.

4.10.2 The Final Exam and Supplemental Final Exam must confirm the student's achievement of the learning objectives described in Section 4.5.3 Learning Objectives.

4.10.3 At least 50 percent of the questions in the Supplemental Final Exam must be different from the questions in the Final Exam.

4.10.4 The Final Exam and Supplemental Final Exam must be accompanied by marking guides for use of the instructor in marking the exams.



4.11 Course Completion Certificates

4.11.1 Course Completion Certificates must include:

- Course Name;
- Contractor's Organization;
- Date of Course;
- Instructor's Name;
- Students Name; and
- Number of PDUs awarded for course.

4.11.2 The Course Completion Certificate may be bilingual, or presented in the language of delivery of the associated course serial.

4.12 Course Report

4.12.1 Canada will provide the Contractor with an MMTC template "End-Of-Course Report".

4.12.2 The Course Report must summarize the overall course critique comments by participants, and combine both the participants' and the Contractor's observations and recommendations for improvements.

4.12.3 The Course Report must include, as attachments:

- Student Attendance Record for each student, to include the student's final course mark, using the MMTC template provided by Canada; and
- Completed Course Evaluation / Critique forms.

5. TIMEFRAME AND DELIVERY DATES

5.1 The period of the contract will be approximately three and a half years (based on up to six months after contract award to produce the course packages and three years of course delivery), followed by a one year option period for further course delivery.

5.2 Delivery dates are specified in Section 4.1 Table 1 – Deliverables.

6. CONTRACTOR QUALIFICATIONS

6.1 Organizational Qualifications

6.1.1 The Contractor must be registered with the Project Management Institute (PMI) as a Registered Education Provider (REP), and maintain this registration over the duration of the contract.

6.1.2 The Contractor must have delivered within the last two years, a course or combination of courses for which PMI Professional Development Units (PDUs) were awarded which jointly cover, at a detailed level, content found in the PMBOK Guide related to the following Knowledge Areas:

- Project Integration Management;
- Project Scope Management;
- Project Time Management;
- Project Cost Management;
- Project Risk Management; and
- Project Stakeholder Management.



6.1.3 The Contractor must have an established capability to develop and deliver training in both English and French.

6.2 Instructor Qualifications

6.2.1 The Contractor may choose to assign multiple instructors to the delivery of a Course Serial to take advantage of the strengths and experience of each instructor.

6.2.2 Instructors must be certified as a Project Management Professional (PMP) by the Project Management Institute at the time of delivery of the Course Serial.

6.2.3 Instructors must have experience instructing two or more courses for which PMI Professional Development Units (PDUs) were awarded and which, either individually or in combination, covered content related to the knowledge areas of those listed below that the Contractor has assigned to the Instructor to instruct:

- Project Integration Management;
- Project Scope Management;
- Project Time Management;
- Project Cost Management;
- Project Risk Management; and
- Project Stakeholder Management.

6.2.4 Instructors must be proficient in the language of instruction of the Course Serial they are instructing.



ANNEX "B" - BASIS OF PAYMENT

1. **PERIOD OF THE CONTRACT: FROM THE DATE OF CONTRACT AWARD TO THREE (3) YEARS AFTER COMMENCEMENT OF COURSE DELIVERY ESTIMATED TO BE ON 1 FEBRUARY 2016 [DATE TO BE SPECIFIED IN THE RESULTING CONTRACT]**

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

1.1.1 Labour

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Course Development Cost Table:

Title	Total Cost Price
Preliminary Course Package-English	\$
Course Package - English	\$
Course Package - French	\$
Course Schedule	\$
Updated Course Package (When PMBoK updated to Sixth Edition):	
English	\$
French	\$
Total Course Development Cost	\$

Courses Table: It is estimated that there will be a minimum of 36 courses required up to a maximum of 54 courses.

Course Title	All Inclusive Firm Unit Price (A)	Estimated Number of Serials (B)	Total Cost Price (A x B)
Project Management Training	\$	54	\$

Contract Period Totals Table (1):

	Total Cost Price
Total Course Development	\$
Total Courses	\$
Total Contract Period Price (excluding Applicable Taxes)	\$

2. OPTION TO EXTEND THE TERM OF THE CONTRACT

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.



2.1 EXTENDED CONTRACT PERIOD 1: FROM END OF THE PERIOD OF THE CONTRACT TO ONE (1) YEAR LATER [DATE TO BE SPECIFIED IN THE RESULTING CONTRACT]

2.1.1 Labour

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Courses Table: It is estimated that there will be a minimum of 12 courses required up to a maximum of 18 courses.

Course Title	All Inclusive Firm Unit Price (A)	Estimated Number of Serials (B)	Total Cost Price (A x B)
Project Management Training	\$	18	\$

Option Period Totals Table (2):

	Total Cost Price
Total Courses	\$
Total Option Period Price (excluding Applicable Taxes)	\$