

NOTICE OF PROPOSED PROCUREMENT (NPP)

Department: Statistics Canada (Statcan)

This requirement is for: commercial off-the-shelf (COTS) instructor-based training for Microsoft Desktop Suite, Microsoft Visio and Microsoft Outlook applications.

Tendering procedures: All interested suppliers may submit a bid.

Nature of Requirement:

There is an on-going need to provide Statistics Canada employees with Microsoft Office training, in both official languages, for any version of this software deployed on employees' workstations, throughout the duration of the training contract lifetime.

Statistics Canada intends to award one (1) contract for a period from Contract award to 31 March 2016, with the option to extend the contract by two (2) additional one (1) year periods.

The Mandatory Criteria are:

MTC #	Mandatory Technical Criteria (MTC)	Proposal Page Number	Pass/Fail
MTC1	<p>The Bidder must clearly demonstrate that it has delivered a minimum of thirty (30) offerings specified in section 3.2 of the Statement of Work to an external client* since January 1st, 2012.</p> <p>* external client: defined as not part of the Bidders legal identity or corporation</p> <p>The experience must be demonstrated by completing Appendix VI.</p> <p>Statistics Canada reserves the right to verify the information provided in Appendix I.</p>		

Expected Start Date: November, 2015

Competitive Procurement Strategy: Lowest priced bid that meeting mandatory evaluation criteria.

For evaluation purposes, the firm per diem rate including manuals, will determine the total evaluated price.

Comprehensive Land Claim Agreement: This procurement is not subject to a Comprehensive Land Claims Agreement.

Security Requirements: This contract does not include security requirements.

File Number: 1920-0013751

Contracting Authority: Brooke Monette
Statistics Canada
Telephone number: (613) 882-2610
Facsimile number: (613) 951-2488
E-mail: macsbids@statcan.gc.ca

NOTE TO BIDDERS:

Bidders can obtain the complete statement of work and evaluation criteria by ordering the solicitation document and associated documents from Buyandsell.gc.ca/tenders.

Documents may be submitted in either official language of Canada (English or French).

Given the nature of the requirements, proposals submitted by such means as facsimile or electronic mail will not be accepted.

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