



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Statistics Canada Distribution Centre MACS Bid Receiving Room 0702, Main Building 150 Tunney's Pasture Driveway Ottawa, Ontario K1A 0T6 ATTN: David Brazeau RFP # 000660	Propositions aux: Le Centre de distribution de Statistique Canada SMC réception des soumissions Pièce 0702, Immeuble principal 150, promenade Tunney's Pasture Ottawa, Ontario K1A 0T6 ATTN: David Brazeau DP No. 000660
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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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

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

Solicitation No – N° de l'invitation : 000660
Solicitation closes – L'invitation prend fin At – à : 14 :00 On – le : January 26, 2015

Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression).
Name – Nom :
Title – Titre :

Date of Solicitation – Date de l'invitation: December 15, 2015
Address inquiries to – Adresser toute demande de renseignements à: david.brazeau@canada.ca
Area code and Telephone No. Code régional et N° de téléphone (613) 882-0156
Destination Statistics Canada Materiel and Contracts Services Main Bldg, Room 1405 150 Tunney's Pasture Driveway Ottawa, Ontario K1A 0T6

Instructions :
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions:
Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Vendor Name and Address – Raison sociale et adresse du fournisseur	
Facsimile No – N° de télécopieur :	
Telephone No – N° de téléphone :	
Signature	Date

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six (6) 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 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 Task Authorization Form, and the Evaluation Criteria.

1.2 Summary

Statistics Canada (StatCan) requires the provision of the SAS courses on an “as and when requested” basis, in both official languages.

Most of the training will be delivered at the Statistics Canada (StatCan) address listed in Annex A – Statement of Work, and possibly some in the regions. Courses will be delivered, either at StatCan or at the Contractor’s site, in the following formats:

- In-class, instructor-led, learning;
- Virtual, real-time learning; or
- Virtual, self-paced learning

It is anticipated that up to two (2) contracts will result from this solicitation. The contract period will be from Contract Award to March 31, 2017 with two (2) additional one-year option periods.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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.

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 (2015-09-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Statistics Canada (StatCan) 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 to PWGSC 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

2.6 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 (four (4) hard copies and one (1) soft copy on DVD/CD (NO USB))

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

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

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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.

The technical bid should clearly identify for which official language of course delivery the bid is being submitted.

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.

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 and point rated technical evaluation criteria are included in Annex D.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Lowest Price Per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 50 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 232 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point, for each official language, will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 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 Statement of Work

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

6.1.1 Task Authorization

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

6.1.1.1 Task Authorization Process

Task Authorization:

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

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form specified in Annex C .
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$100,000.00, Applicable Taxes included, inclusive of any revisions.

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

6.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 5%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iii. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- iv. the start and completion date for each authorized task; and

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.2 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.

6.2.1 General Conditions

2035 (2015-09-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Contract is from April 1st, 2016 to March 31st, 2017, inclusive.

6.3.2 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 year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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.

6.4 Authorities

6.4.1 Contracting Authority

The Contracting Authority for the Contract is:

David Brazeau
Coordinator, Materiel and Contract Services
Statistics Canada
Corporate Support Services Division
150 Tunney's Pasture Driveway – 1405-l
Ottawa ON K1A 0T6

Telephone: 613-882-0156

E-mail address: david.brazeau@canada.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.

6.4.2 Project Authority

The Project Authority for the Contract is: (to be completed upon 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.

6.4.3 Contractor's Representative (to be completed upon contract award)

6.5 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.

6.6 Payment

6.6.1 Basis of Payment

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

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

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

6.6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by:
 - a) the translation request number, the number of words translated or revised, and the corresponding rate;
 - b) any other documents or information as requested by the Project Authority or as specified in the Contract.
2. Invoices must be distributed as follows:
 - o One (1) copy (paper or electronic) must be forwarded to the following address for certification and payment.

Financial and Administrative Services Division
Statistics Canada

RH Coats Bldg. (RHC7A)
100 Tunney's Pasture Driveway
Ottawa, ON K1A 0T6
Email: financecounter@statcan.gc.ca

- One (1) copy (paper or electronic) must be forwarded to the Contracting Authority and the Project Authority identified under the section entitled "Authorities" of the Contract.

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 additional 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 additional 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 Ontario.

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 general conditions 2035 (2015-09-03) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated .

6.11 Insurance

SACC *Manual* clause [G1005C](#) (2008-05-12) Insurance

6.12 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 and 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.

6.13 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.

ANNEX "A"

STATEMENT OF WORK

1.0 TITLE

Instructor-Led SAS Training in-class, Virtual in real time and Self-pace eLearning format.

2.0 SCOPE

2.1 Objective

To increase user knowledge of the SAS software product(s), the Employee Development and Wellness Division (EDWD) of Statistics Canada (STATCAN) requires the provision of the SAS version 9.3 courses listed in Section 3.1, on an "as and when requested" basis, in both official languages.

Most of the training will be delivered at the Statistics Canada (STATCAN) address listed in 5.2, and possibly some in the regions. Courses will be delivered, either at StatCan or at the Contractor's site, in the following formats:

- In-class, instructor-led, learning;
- Virtual, real-time learning; or
- Virtual, self-paced learning.

2.2 Background

SAS is widely used at StatCan by over 2,500 knowledge-workers. In 1999, StatCan endorsed SAS as a strategic technology and initiated a coordinated package of supporting services and incentives for Informatics Training Centre (ITC) widespread use. A significant growth in demand for SAS training occurred as a result of the strategic endorsement of this software product. ITC has the mandate to offer SAS training and tailored courses at various levels of complexity. The participants are Government of Canada personnel.

2.3 Definitions

SAS - Software product that is widely used for Statistical Analysis and processing

SOW - Statement of Work

ITC - Informatics Training Centre

EDWD - Employee Development and Wellness Division

NCR - National Capital Region

STATCAN - Statistics Canada

PRM - Progress Review Meetings

3.0 REQUIREMENTS

3.1 Course List and Estimated Volume

The annual estimated number of courses does not constitute a Contract Guarantee.

C - Classroom

V - Virtual in real time

E - Self-pace eLearning

Foundation Base
Software version 9.3

Course Name	Estimated Duration of Course in days	Annual Estimated Number of offerings	Delivery format
1. SAS Programming 1: Essentials	3	6	C and V or E
2. SAS Programming 2: Manipulating Data with the Data Step	3	5	C and V or E
3. SAS Programming 3: Advanced Techniques and Efficiencies	3	2	C and V or E
4. SAS Enterprise Guide 1: Querying and Reporting <i>EG 7.1</i>	2	6	C and V or E
5. SAS Enterprise Guide 2: Advanced Tasks and Querying <i>EG 7.1</i>	2	2	C and V or E
6. SAS Enterprise Guide for Experienced SAS Programmers <i>EG 7.1</i>	2	4	C and V or E
7. SAS Accessing SAS from Microsoft Office Applications	1	1	C and V or E
8. SAS Macro Language 1: Essentials	2	2	C and V or E
9. SAS Macro Language 2: Developing Macro Applications	2	1	C and V or E
10. SAS SQL Processing	2	3	C and V or E
11. SAS Report Writing 1: Essentials	3	1	C and V or E
12. SAS Statistics 1: Introduction to ANOVA, Regression, and Logistic Regression	3	2	C and V or E
13. SAS JMP Software Data Exploration <i>V 12</i>	1	1	C and V or E
14. SAS Introduction to Programming with SAS/IML Software (IML)	1	1	C and V or E
15. SAS Using SAS Client Applications with SAS Grid Manager	1	6	C and V or E

3.3 Course Scheduling

- 3.3.1 EDWD and the Contractor will meet at least twice a year to establish training schedules. The schedules will need to cover training for periods of at least six (6) months at a time.
- 3.3.2 When planning the schedules, EDWD and the contractor(s) will strive to include an equal number of English and French offerings. EDWD, and the Contractor, will plan the schedule in a manner where the English and French offerings will be not more than one (1) month apart from each other, with the French offering schedule first, unless otherwise approved by Statistics Canada.
- 3.3.3 Once a training schedule has been approved by both ITC and the Contractor(s), a copy will be sent to the Contractor(s), by e-mail or fax, and the Contractor(s) must return the approved schedule within five (5) business days by e-mail or fax.
- 3.3.4 ITC will be able to add offerings to the training schedules at any point in time if needed. ITC will be able to cancel or reschedule these courses as specified in Section 3.10.

3.4 Course Delivery

- 3.4.1 For each course, the Contractor will provide course delivery, "as and when" requested and in accordance with the agreed timelines with StatCan, on the software version specified by the Project Authority and as outlined in Section 3.1.
- 3.4.2 Courses must be delivered at the ITC and at the Contractor's site.
- 3.4.3 The Contractor will provide an instructor to deliver each course in Section 3.1.
- 3.4.4 The Contractor will ensure that the instructor uses a lesson plan that covers the course's learning objectives listed in Appendix I and allocates time to each teaching point.
- 3.4.5 The instructor will prepare his/her workstation with any additional presentation materials and ensure optimal placement and readiness of teaching aids prior to commencement of the class.
- 3.4.6 For training held at StatCan, the instructor will follow the Instructor's Guidelines in Appendix IV when teaching at StatCan.
- 3.4.7 The Instructor will provide the participants with a one (1) hour lunch break and two (2) fifteen (15) minute breaks per day.
- 3.4.8 For training held at the Contractor's site, the Contractor will provide the facilities and the equipment that meet the minimum standard requirements with current SAS Software as well as all course material and approved instructors.
- 3.4.9 There will be no additional cost for the substitution of a student up to the first day of class.
- 3.4.10 For Virtual real-time training, the Contractor must provide the participants with Virtual real-time class instruction and system requirements at least 48 hours after participant's registration.
- 3.4.11 For Self-paced eLearning training, the Contractor must provide the participants with Self-paced eLearning class instruction and system requirements at least 48 hours after participant's registration if required.

3.5 Course materials

- 3.5.1 The course material must be available in the same language as the course being delivered (English or French). The course material must be in an electronic format and accessible in an electronic format that allows the participant to keep a copy. The course material must have a table

of contents, be easy to use, be searchable and be easily used as reference material after the course. The course material must be kept current, by the Contractor, using updated training material with screen captures of the latest versions of the operating system and the latest versions of the SAS products used by StatCan.

- 3.5.2 During the course delivery, the instructor must follow/utilize the same manual as the one provided to the participants.
- 3.5.3 For course material, such as slides/Powerpoint presentation used by the instructor must, be in the language of the course delivery.

3.6 Description of Courses

- 3.6.1 Within ten (10) business days of contract award, for all the courses listed in Section 3.1, the Contractor must provide the following in both official languages, English and French
 - a. Completed Appendix V - Detailed Description of Courses with less than eight hundred fifty (850) characters including spaces for each Description and Course Information.
 - b. Completed Appendix VI - Course Outline
- 3.6.2 The description of courses provided by the Contractor will be added to the StatCan Learning Management System.

3.7 Course Days/Hours

Courses will be delivered Monday to Friday. No courses will be delivered on a federal or provincial statutory holiday.

For training held at STATCAN, courses will be delivered between 8:30 a.m. and 4:00 p.m. Instructors must arrive at the ITC, listed in Section 5.2, no later than 8:00 a.m.

For training held at the Contractor's site, courses will be delivered between 8:30 a.m. and 5:00 p.m.

3.8 Number of Participants

Training held at STATCAN is for a group of up to a maximum of sixteen (16). Training held at the Contractor site is for a group of up to a maximum of twelve (12).

3.9 Course Cancellation

- 3.9.1 The delivery of any course may be cancelled in whole or in part. To cancel in whole, the Project Authority will give a written notice to the Contractor at least ten (10) business days prior to the course delivery commencement date. There will be no charges to Statistics Canada for such a cancellation.
- 3.9.2 If the ITC is forced to modify the original schedule due to an unforeseeable or uncontrollable event (such as a strike, virus attack, pandemic, power or technical failure, etc.), StatCan will not be charged even if the notice is sent less than ten (10) business days prior to the first day of class.
- 3.9.3 For cancellations of courses scheduled at the STATCAN or the Contractor's site the Contractor must provide written acknowledgement of the confirmation (Fax or e-mail) of cancellations of scheduled courses.

4.0 LANGUAGE

The Contractor will deliver the courses listed in Section 3.1 in either or both official languages (English and French). The instructors must have a thorough command of the language in which a course is taught.

5.0 WORK LOCATION

5.1 Location of Training

For training held at STATCAN, the training must be delivered at the STATCAN ITC at the address listed in Section 5.2. However, the Project Authority may designate another location within the National Capital Region (NCR) for any course by providing notice at least five (5) business days prior to course delivery.

5.2 The address of the ITC is:

**Informatics Training Centre
Employee Development and Wellness Division
Room 3101, Main Building
150 Tunney's Pasture Driveway
Ottawa ON K1A 0T6**

5.3 Training held at the Contractor's site will be delivered within a radius of twenty (20) km from Tunney's Pasture.

6.0 COURSE EVALUATION

6.1 All services rendered will be subjected to ongoing evaluation. STATCAN employees will be requested to complete a Participants Feedback Questionnaire attached as Appendix II, at the end of a delivered course. The Participants Feedback Questionnaire used at STATCAN has a rating scale from one (1) to five (5) where one (1) is poor or strongly disagree and five (5) is excellent or strongly agree. The Project Authority will closely monitor the course evaluations completed by the participants.

6.2 The Contractor will be provided the evaluation results and must follow-up with the instructors, as required, as part of an ongoing quality assurance process. Instructors must maintain an average rating of at least four (4) on question nineteen (19) "Overall are you satisfied with this course?" of the Participants Feedback Questionnaire, when a minimum response level of 75% of Participants Feedback Questionnaire is received. The Contracting Authority will advise if any instructor receives an evaluation rating below the average rating of four (4). Upon request by the Contracting Authority, the Contractor must take proper action to remedy the problem when an instructor has received a rating below four (4).

6.3 In the event that the services provided by the Contractor have an average rating of one (1) or two (2) as specified in Section 6.2, the Contractor will be advised of the results and advised that no invoice is to be submitted.

6.4 The Contractor is entirely responsible for any and all costs incurred with respect to unsatisfactory services.

7.0 OTHER REQUIREMENTS

7.1 The Contractor must have, and maintain, standards and quality control procedures to maintain the quality of training and to ensure client satisfaction.

7.2 For training held at StatCan, the Contractor will:

- Provide the names of the instructors at least five (5) business days prior to the date of the course.

- Use the facilities of ITC in Ottawa, listed in paragraph 5.2, and will provide everything required for the course, including classroom setup requirements and instructions, a qualified instructor for the duration of the course including course material for all participants.
 - Communicate to the Project Authority specific course setup requirements and instructions including courses exercises and/or labs at least ten (10) business days before the course delivery.
- 7.3 The Contractor will keep the course material current, at no cost to STATCAN, with the latest versions of the operating system and the latest versions of the SAS products used by STATCAN.
- 7.4 For the duration of the contract, the Contractor may be asked to deliver customized SAS courses. Contract rates established in the contract will apply to these courses. Some examples of customization are addition or removal of topics from the content of a course, or addition of exercises and workshops relevant to the client's environment.
- 7.5 The Contractor must have access to a Training Centre to deliver SAS courses in the NCR and have classrooms that are currently operational in NCR with equipment that meet the minimum standard requirements with current SAS Software.
- 7.6 If contacted by a STATCAN employee for training information for the courses listed in Section 3.1 (cost, availability), the Contractor must refer the employee back to the ITC, unless otherwise instructed by the Project Authority.

8.0 PROGRESS REPORTING AND MEETING

- 8.1 For training held at StatCan, the instructors will complete an Instructor's Feedback, attached as Appendix III, at the end of a delivered course. The Instructor's Feedback must detail any difficulties encountered during the course as well as any deficiencies of the classroom equipment and setup.
- 8.2 Progress Review Meetings (PRM) will be held at least twice a year at a date and time approved by the Project Authority. Additional PRMs may be held at the discretion of the Project Authority. The purpose of the meetings will be to review and discuss:
- (a) Present and future course requirements
 - (b) The quality of the courses delivered
 - (c) Any other issues concerning the contract

9.0 TIMELINES / DELIVERY DATES

The Contractor must be able to deliver all courses listed in Section 3.1 in English and French within thirty (30) business days after Contract Award.

10 INSTRUCTOR QUALIFICATIONS

- 10.1 The Contractor must ensure that proposed instructors are proficient in the language of the course (English or French) being delivered and qualified for the course being delivered, as listed in Section 3.1.
- 10.2 For the duration of the contract, the contractor will only use the list of proposed and qualified instructors. For training held at STATCAN, ITC may request that new instructors be accompanied by an experienced instructor on his/her first course, with no additional cost to STATCAN.

11.0 CLIENT SUPPORT

Government Supplied Materiel and Government Furnished Equipment

5 classrooms of the ITC training facilities are equipped with the current software with the following:

- Ie. Tables, chairs and workstations for a maximum of 12 students and 1 instructor
- Minimum configuration for each workstation is:
 - 22 inch LCD monitor
 - Intel Core2Duo E7500
 - DDR2 800Mhz Dual Channel – 4GB
 - LG GH22 DVD ROM
 - 250 GB HD
 - Internal 32bit Q43/45 intel video chipset *DVI*
 - Standard Gigabit intel internal network adapter
 - TBITS/5 Keyboard
 - Optical Mouse
 - Windows 7
 - Internet access
- 1 Multimedia Projector
- 1 Flip Chart
- 1 Whiteboard

1 classroom of the ITC training facilities is equipped with the following:

- Ie. Tables, chairs and workstations for a maximum of 16 students and 1 instructor
- Minimum configuration for each workstation is:
 - 22 inch LCD monitor
 - Intel Core2Duo E7500
 - DDR2 800Mhz Dual Channel – 4GB
 - LG GH22 DVD ROM
 - 250 GB HD
 - Internal 32bit Q43/45 intel video chipset *DVI*
 - Standard Gigabit intel internal network adapter
 - TBITS/5 Keyboard
 - Optical Mouse
 - Windows 7
 - Internet access
- 1 Multimedia Projector
- 1 Flip Chart
- 1 Whiteboard

Annex A: Appendix I – Learning Objectives

Foundation Base Courses

Course Title:	1. SAS Programming 1: Essentials
Estimated Duration:	3 days
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> Read a SAS data set Read a raw data file Combine SAS data sets through concatenation and merging Create a SAS variable through the assignment statement and conditional logic Investigate and summarize your data Calculate simple statistics Create list, summary, HTML, and graph reports <p>Note: option to use either EG or SAS Display Manager for the exercises</p>
Course Title:	2. SAS Programming 2: Manipulating Data with the DATA Step
Estimated Duration:	3 days
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> Read and write different types of data Combine SAS data sets Summarize data Perform data manipulation and transformations using SAS functions Process data iteratively Use arrays Understand DATA step processing <p>Note: option to use either EG or SAS Display Manager for the exercises</p>
Course Title:	3. SAS Programming 3: Advanced Techniques and Efficiencies
Estimated Duration:	3 days
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> Accessing Observations Combining Data Horizontally Combining Data Vertically BY-Group Processing and Sorting Using Lookup Tables to Match Data Controlling Data Storage Space Utilizing Best Practices to Improve Efficiency Using the Scalable Performance Data Engine <p>Note: option to use either EG or SAS Display Manager for the exercises</p>

Course Title:	4. SAS Enterprise Guide 1: Querying and Reporting EG 7.1
Estimated Duration:	2 days
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> Access and manipulate local and remote data of various types Create queries that filter and summarize data, compute new columns, and join multiple tables Create frequency and tabular reports Create interactive graphs Automate output results

Course Title:	5. SAS Enterprise Guide 2: Advanced Tasks and Querying EG 7.1
Estimated Duration:	2 days
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> Use tasks to transpose, stack, rank, and create a random sample of your data Use functions to convert data type from character to numeric and from numeric to character Use conditional logic in the Query Builder to create new columns Use multiple value prompts

Course Title:	6. SAS Enterprise Guide for Experienced SAS Programmers EG 7.1
Estimated Duration:	2 days
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> Write, edit, and submit SAS programs in SAS Enterprise Guide Use point-and-click tasks and wizards to access data and create queries, reports, and graphics Customize task output by modifying the code that is generated by SAS Enterprise Guide Use the concept of a SAS Enterprise Guide project to combine SAS programs with point-and-click functionality, including automated exporting and scheduled updates

Course Title:	7. SAS Accessing SAS from Microsoft Office Applications
Estimated Duration:	1 day
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> Access and filter existing SAS data Use SAS data sources in PivotTables Create customized bar charts and summary tables Use stored processes, SAS tasks, and wizards to create reports Create spreadsheets, documents, and slides from SAS output

Course Title:	8. SAS Macro Language 1: Essentials
Estimated Duration:	2 days
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> Describe how macro processing takes place Use automatic and user-defined macro variables Write macros that make common programming tasks easier Write more dynamic and reduced maintenance production programs Debug programs that contain macro coding <p>Note: option to use either EG or SAS Display Manager for the exercises</p>
Course Title:	9. SAS Macro Language 2: Developing Macro Applications
Estimated Duration:	2 days
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> Create a framework for developing macro applications Develop reusable macros Read and process data Pass and process macro parameters <p>Note: option to use either EG or SAS Display Manager for the exercises</p>
Course Title:	10. SAS SQL Processing
Estimated Duration:	2 days
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> Perform queries on data involving column calculations and functions, subsets, summaries, and subqueries Retrieve data from multiple tables using joins, unions, intersects, and other methods Create views, indexes, and tables Update or delete values in existing tables and views Use SQL procedure features to debug, test, and optimize the performance of SQL queries <p>Note: option to use either EG or SAS Display Manager for the exercises</p>
Course Title:	11. SAS Report Writing 1: Essentials
Estimated Duration:	3 days
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> Use PROC REPORT to generate tabular detail reports, detail reports with subtotals and grand totals, and detail reports with computed columns Generate summary reports based on GROUP, ACROSS, or CLASS variables using PROC REPORT and PROC TABULATE Insert appropriate summary lines into reports Send report output to the RTF, PDF, and HTML destinations Change reports using ODS options and style overrides <p>Note: option to use either EG or SAS Display Manager for the exercises</p>

Course Title:	12. SAS Statistics 1: Introduction to ANOVA, Regression, and Logistic Regression
Estimated Duration:	3 days
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> generate descriptive statistics and explore data with graphs perform analysis of variance and apply multiple comparison techniques perform linear regression and assess the assumptions use regression model selection techniques to aid in the choice of predictor variables in multiple regression use diagnostic statistics to assess statistical assumptions and identify potential outliers in multiple regression use chi-square statistics to detect associations among categorical variables fit a multiple logistic regression model

Course Title:	13. SAS JMP Software Data Exploration v12
Estimated Duration:	1 day
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> Navigate the JMP interface Manage data effectively in JMP Explore data by using JMP software's extensive graphical capabilities Create and manage reports in JMP

Course Title:	14. SAS Introduction to Programming with SAS/IML Software (IML)
Estimated Duration:	1 day
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> Explicitly assign values to a new matrix Create a matrix from a SAS data set and create a data set from a matrix control which rows and columns are read from (or written to) a data set Use matrix operators and functions in assignment statements Use IML commands to control the programming environment Use subscript operators to summarize and subset matrices Use iterative and conditional processing to control program flow Write, store, and retrieve IML modules

Course Title:	15. SAS Using SAS Client Applications with SAS Grid Manager
Estimated Duration:	1 day
Learning objectives:	<p>Candidates can expect to gain competencies in the following upon successful completion of the education:</p> <ul style="list-style-type: none"> Apply SAS Grid Manager concepts and terminology Submit SAS programs on the grid Modify existing SAS programs to run on the grid Create and submit parallel SAS programs to the grid Schedule workflows on the grid Use SAS client applications with the grid

Annex A: Appendix II– Participants Feedback

Participants Feedback

Environment and Logistics

- 1 The environment and equipment were favorable to learning.
 - Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 2 The computer/software was appropriate.
 - Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 3 Comments :

Relevance

- 4 The examples given helped clarify the subject.
 - Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 5 I will be able to immediately use what I learned.
 - Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 6 I found the course material useful and will be helpful on the job.
 - Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 7 Comments :

Delivery

- 8 The pace of the course was suitable.
- Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 9 The practical exercises contributed to my learning.
- Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 10 Comments :

Instructor

- 11 Transmitted the material in a structured and logical way.
- Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 12 Used the participant's knowledge and experience.
- Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 13 Responded adequately to questions/discussions.
- Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 14 Was well prepared and organized.
- Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 15 Comments :

Overall

- 16 The learning objectives were clearly defined at the beginning of the course.
- Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 17 This course helped me to increase my knowledge and/or skills.
- Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 18 I would recommend this course to my colleagues.
- Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 19 Overall are you satisfied with this course?
- Strongly disagree
 - Somewhat disagree
 - Neither agree, nor disagree
 - Somewhat agree
 - Strongly agree
- 20 Comments

For offsite training only :

Company Name :

Name of trainer :

Overall Comments :

The following information will be used only for the purpose of analysis by the Informatics Training Centre.

How did you learn about this course?

- Learning Management System
- Email publicity
- Promotional posters
- Word of mouth
- Others :

If you have selected «Others», please specified below.

Reason for attending this course :

- My present job
- My professional development
- Directed by management

Was this course delivered in the language of your choice?

- Yes
- No

What is your group and level?

Sex :

- Male
- Female

Could we contact you for further comments?

- I accept that my name is identified in the report.
- I refuse that my name is identified in the report.

Annex A: Appendix III – Instructor's Feedback



Statistics Canada, Informatics Training

Instructor's Feedback

Course date/Date du cours :

Classroom/Salle de classe:

Course name/Nom du cours:

Instructor/Formateur:

Company/Compagnie:

0 1 2 3 4 5
n/a s/o Poor Médiocre Excellent

Software

Logiciels:

Hardware

Périphériques:

Visual-Aids

Moyens audio-visuels:

Facilities

Installations:

Assistance provided by Operational Staff

Aide fourni par le personnel des Opérations:

Assistance provided by Technical Staff

Aide fourni par le personnel technique:

**How Can We Improve Our Service?
Comment pourrions-nous améliorer notre service?**

Comments/Suggestions/Commentaires:

Annex A: Appendix IV–Instructor’s Guidelines

<p style="text-align: center;">INSTRUCTOR’S GUIDELINES WHEN TEACHING AT STATCAN FACILITIES</p>	<p style="text-align: center;">LIGNES DIRECTRICES POUR LES INSTRUCTEURS QUI ENSEIGNENT DANS LES LOCAUX DE STATCAN</p>
<p>This document has been revised to clarify the guidelines that <u>must be followed by all instructors</u> when teaching at the STATCAN Informatics Training (IT) facilities.</p> <p>The nature of these guidelines comes from comments received from course participants. We are also ensuring that STATCAN policies are respected.</p>	<p>Ce document a été mis à jour afin de clarifier les procédures <u>que les instructeurs doivent suivre</u> lorsqu'ils enseignent dans les locaux de la Formation en informatique (FI).</p> <p>L'essence de ces lignes directrices provient de commentaires reçus de la part de participants aux cours. De plus, nous nous assurons que les politiques de STATCAN sont respectées.</p>
<p>1. The instructor must take attendance at the beginning of each day. The signed attendance sheet must be returned to the front desk by 8:45 in order for IT to follow up with participants that have not yet arrived.</p>	<p>1. L'instructeur doit prendre les présences au début de chaque journée. La feuille de présence signée doit être retournée à la réception au plus tard à 8 h 45 afin que la FI puisse effectuer un suivi auprès des participants qui ne sont pas encore arrivés.</p>
<p>2. The “designated course language” (French or English) is always known in advance by the instructor. The instructor must use:</p> <ul style="list-style-type: none"> • The training material in the “designated course language”. • The software in the “designated course language”. 	<p>2. L'instructeur connaît à l'avance la « langue désignée du cours » (français ou anglais). L'instructeur doit utiliser :</p> <ul style="list-style-type: none"> • Le matériel de cours dans la « langue désignée du cours » • Le logiciel dans la « langue désignée du cours ».
<p>3. The instructor must remind the participants that everyone has to:</p> <ul style="list-style-type: none"> • Lock their computer when they leave the classroom. • Log off their computer at the end of each day. • <u>Complete Participants Feedback Questionnaire.</u> 	<p>3. L'instructeur doit rappeler aux participants que chacun est tenu de :</p> <ul style="list-style-type: none"> • Verrouiller son ordinateur lorsqu'il quitte la classe. • Fermer la session de l'ordinateur à la fin de chaque journée. • <u>Remplir le formulaire de rétroactions des participants</u>
<p>4. When leaving at the end of the day, the instructor must ensure the multimedia projector and the fluorescent lamp are turned off and classroom door is closed.</p>	<p>4. Avant de partir à la fin de la journée, l'instructeur doit s'assurer d'éteindre le projecteur multimédia et l'éclairage fluorescent et doit fermer la porte.</p>
	<p>5. <u>L'instructeur doit signaler tout problème de logiciel ou de matériel à la réception afin d'obtenir</u></p>

<p>5. <u>The instructor must ensure that all software or hardware problems are reported to the front desk to obtain prompt response from the support staff.</u></p>	<p><u>un service rapide et efficace du personnel de soutien.</u></p>
<p>6. The instructor must refrain from playing computer games at all times in our classrooms.</p>	<p>6. En tout temps dans nos locaux, l'instructeur doit s'abstenir de jouer à des jeux sur ordinateur.</p>
<p>7. Please note that some employees have environmental sensitivities. We therefore ask that instructors refrain from wearing perfumes and scented products to ensure a scent free environment.</p>	<p>7. Veuillez noter que certains employés ont des sensibilités environnementales. Nous demandons donc aux instructeurs de s'abstenir de porter du parfum et d'autres produits semblables afin de créer un environnement sans parfum.</p>

Annex A: Appendix V - Detailed Description of Courses



Course Description	Course description in less than 850 characters.
Course Information	Course information in less than 850 characters, including the titles already provided. <u>Target audience:</u> <u>Prerequisites:</u>

Annex A: Appendix VI – Course Outline



Informatics Training • Formation en informatique

Informatics Training - Part of your solution
La formation en informatique – fait partie de votre solution

Course Title:	
Course Code :	
Language of manual:	
Language of software :	
Duration :	
Prerequisites :	
Target audience :	
Objective :	
Content :	

ANNEX "B"

BASIS OF PAYMENT

The all-inclusive rates will cover any costs incurred by the contractor including but not limited to: Word processing, reports, photocopy, courier services, cost associated with the course delivery, telephone calls and all other related expenses. No other fees, costs or amounts will be paid.

(as per MS Excel file)

ANNEX "C"

TASK AUTHORIZATION FORM

Contract Number:	
Task Authorization Number	
Contract Title:	
Courses:	
Contract Manager:	Project Authority:
Email Address:	Email Address:
Tel:	Tel:

To be completed by Project Authority							
STC Course Codes	Course Date(s)	Course Language - Instruction	Course Language - Manuals	Per Diem x number of days	Number of students	Course Manual \$ x number of students	Estimated Total Cost (Limitation of Expenditure)
TOTAL							

To be completed by Contractor	
Contractor's Confirmation of Work receipt, Location and TA Limitation of Expenditure	
The Contractor confirms:	
Receipt of the Task Authorization Request:	Yes: ____ No: ____ Specify:
Date and Language are accurate:	Yes: ____ No: ____ Specify:
Estimated Total Costs are accurate:	Yes: ____ No: ____ Specify:

Contractor Signature	
Signature :	Date :

Project Authority Signature	
Signature :	Date :

These courses will take place at Statistics Canada, 150 Tunney's Pasture Driveway, Main Bldg., 3rd floor, Room 3101. Please confirm that an instructor is available for those dates by signing in the appropriate space on this page and by returning it as soon as possible by email to [Informatics Training Reception](#). Extra courses may be organized in the future due to demand. In such cases, arrangements will be confirmed between your company and Statistics Canada. If any cancellation should occur, you will be notified immediately by electronic mail.

ANNEX "D"

EVALUATION CRITERIA

MANDATORY CRITERIA

Ref. No.	Mandatory Criteria	Bid Page Number	Met	Not Met
M1	<p>The Bidder must clearly demonstrate that the firm has been delivering SAS training services for a minimum of 60 months since January 1st, 2007 to more than one (1) client.</p> <p>Appendix I - Delivering of SAS Training Services and SAS instructors must be completed – The following fields must be filled:</p> <ul style="list-style-type: none"> - Company Name to whom the course was offered - Contact person - Phone Number of the contact person - Email of the contact person - Title of the SAS course(s) delivered to the client - Dates the course(s) were delivered 			
M2	<p>The Bidder must clearly demonstrate that it has delivered similar courses at least at one (1) occasion to an external* client since January 2013 for courses listed in section 3.1 of the "Statement of Work", delivered in Instructor-Led Training in-class format.</p> <p>* external client: defined as not part of the Bidders legal identity or corporation.</p> <p>Appendix II - Delivery of Training Courses Listed in Section 3.1 of the "Statement of Work" must be completed</p>			
M3	<p>The Bidder must be able to provide a minimum of three (3) instructors with at least three (3) years of teaching experience within the last five (5) years, in SAS products, who combined, can teach all of the courses listed in section 3.1 of the "Statement of Work".</p> <p>Appendix I - References of Training Supplier and SAS instructors must be completed. The following fields must be filled:</p> <ul style="list-style-type: none"> - Number of SAS instructors - Proficient to teach in English - Proficient to teach in French - Proficient to teach in Both <p>Appendix III must be completed – Instructor(s) Information Grid.</p> <p>The bidder must specify which instructors are proficient to teach SAS in English, in French and in both languages.</p>			

	The proposed instructors must be the ones assigned to the contract and two (2) of the proposed instructors must be bilingual (English & French).			
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**Appendix I – Delivering of SAS Training Services and SAS instructors
Mandatory Requirement (M1 and M3)**

The following information must be provided:

DELIVERING of SAS TRAINING SERVICES – M1	
Company name to whom the course was offered	
Contact person	
Phone Number of the contact person	
Email of the contact person	
Title of the SAS course(s) delivered to the client	
Dates the course(s) were delivered	

Please add a table as needed

SAS INSTRUCTORS – M3	
Number of SAS Instructors	
Proficient to Teach in English	
Proficient to Teach in French	
Proficient to Teach in Both	

Instructor's name	
Numbers of years of experience within the last five (5) years in SAS products, for each individual training course listed in section 3.1 of the "Statement of Work".	

Instructor's name	
Numbers of years of experience within the last five (5) years in SAS products, for each individual training course listed in section 3.1 of the "Statement of Work".	

Instructor's name	
Numbers of years of experience within the last five (5) years in SAS products, for each individual training course listed in section 3.1 of the "Statement of Work".	

Please add table as needed

**Appendix II – Delivery of Training Courses Listed in Section 3.1 of the Statement of Work
Mandatory Requirement (M2)**

The following information must be provided:

(The Bidder must clearly demonstrate that it has delivered similar courses at least at one (1) occasion to an external* client since January 2013 for courses listed in section 3.1 of the “Statement of Work”, delivered in Instructor-Led Training in-class format.

Foundation Courses Software version 9.3	Course Delivery Date	Client Information		
		Name	Phone Number	E-mail
1. SAS Programming 1: Essentials or similar course title and description				
2. SAS Programming 2: Manipulating Data with the Data Step or similar course title and description				
3. SAS Programming 3: Advanced Techniques and Efficiencies or similar course title and description				
4. SAS Enterprise Guide 1: Querying and Reporting <i>EG 7.1</i> or similar course title and description				
5. SAS Enterprise Guide 2: Advanced Tasks and Querying <i>EG 7.1</i> or similar course title and description				
6. SAS Enterprise Guide for Experienced SAS Programmers <i>EG 7.1</i> or similar course title and description				
7. SAS Accessing SAS from Microsoft Office Applications or similar course title and description				
8. SAS Macro Language 1: Essentials or similar course title and description				
9. SAS Macro Language 2: Developing Macro Applications or similar course title and description				
10. SAS SQL Processing or similar course title and description				
11. SAS Report Writing 1: Essentials or similar course title and description				
12. SAS Statistics 1: Introduction to ANOVA, Regression, and Logistic Regression or similar course title and description				
13. SAS JMP Software Data Exploration <i>V12</i> or similar course title and description				
14. SAS Introduction to Programming with SAS/IML Software (IML)				

or similar course title and description				
15. SAS Using SAS Client Applications with SAS Grid Manager				
or similar course title and description				

Appendix III - Instructor(s) Information Grid
Mandatory Requirement (M3)

The following information must be provided:

Instructor(s) Information Grid	
First and Last Name	
Date of Birth	
Number of Years of Teaching Experience on the Subject	
Security Clearance	Level and number, expiry date and department where security was obtained
Proficient to teach in English	Yes or No
Proficient to teach in French	Yes or No
Proficient to teach in Both	Yes or No

Please add a grid for each instructor.

RATED CRITERIA

Rated Criteria	Score
<p>The Bidder should demonstrate that it has provided course customization services for at least two (2) external* clients since January 1st, 2012</p> <p>R1.1 Course Customization</p> <p>0 points: No information OR the Bidder does not demonstrate that it has provided course customization services for at least two (2) external* clients since January 1st, 2012</p> <p>1 point: The Bidder does not clearly demonstrate that it has provided course customization services for at least two (2) external* clients since January 1st, 2012 OR the Bidder clearly demonstrates that it has provided course customization services for ONLY one (1) client since January 1st, 2012.</p> <p>2 points: The Bidder clearly demonstrates that is has provided course customization services for at least two (2) external* clients since January 1st, 2012.</p> <p>3 points: The Bidder clearly demonstrates that is has provided course customization services for three (3) or more external* clients since January 1st, 2012.</p> <p>*external client: defined as not part of the Bidders legal identity or corporation</p>	
<p>The Bidder should demonstrate its process(es) for course customization.</p> <p>R1.2 Course Customization</p> <p>0 points: No information OR the Bidder does not demonstrate that it has a process for course customization.</p> <p>1 point: The Bidder does not clearly demonstrate its process(es) for course customization.</p>	

<p>2 points: The Bidder clearly demonstrates its process(es) for course customization.</p> <p>3 points: The Bidder clearly demonstrates its process(es) for course customization AND clearly demonstrates that it includes client consultations OR a client-approval cycle in its process(es).</p> <p>4 points: The Bidder clearly demonstrates its process(es) for course customization AND clearly demonstrates that it includes client consultations AND a client-approval cycle in its process(es).</p>	
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Rated Criteria	Score
<p>The Bidder should demonstrate that it has an on-site training centre, or access to a training centre, in the National Capital Region.</p> <p>R2.A On-Site Training Centre</p> <p>0 points: No information OR the Bidder does not demonstrate that it has an on-site training centre in the National Capital Region.</p> <p>10 Points: The Bidder demonstrates that it has an on-site training centre in the National Capital Region.</p> <p>15 points: The Bidder demonstrates that it has an on-site training centre in the National Capital Region AND demonstrates that it has a process for the rental/leasing of additional, or backup, classrooms.</p> <p>OR</p> <p>R2.B Access to a Training Centre</p> <p>0 points: No information OR The Bidder does not demonstrate that is has a process for the rental/leasing of a training facility or classroom in the National Capital Region.</p> <p>5 points: The Bidder does not clearly demonstrate that it has a process for the rental/leasing of a training facility or classroom in the National Capital Region.</p> <p>10 points: The Bidder clearly demonstrates that it has a process for the rental/leasing of a training facility or classroom in the National Capital Region.</p> <p>15 points: The Bidder clearly demonstrates that it has a process for the rental/leasing of a training facility or classroom in the National Capital Region AND demonstrates that a facility or classroom, in the NCR, has been rented/leased within the last 36 months prior to bid closing.</p>	

Bilingual material and off-site evaluation grid

R.3 Bilingual Training							
<p>The Bidder should indicate if at the time of bid submission it has the following for each of the courses offered for Foundation Courses, Software version 9.3</p> <p>0 points will be attributed when the material is not available in the required language and/or if the course cannot be offered off-site</p> <p>2 points will be attributed when the course is available in the required language and/or if the course can be offered off-site</p> <p>2 points will be attributed when the material is available in the required language and/or if the course can be offered off-site</p>							
Foundation Courses	Possibility of offering English course	Possibility of offering French course	Possibility of offering courses off-site in National Capital Region	Participant's course material *	Class course material **	Participant's course material *	Class course material **
Software version 9.3				Available in English		Available in French	
1. SAS Programming 1: Essentials							
2. SAS Programming 2: Manipulating Data with the Data Step							
3. SAS Programming 3: Advanced Techniques and Efficiencies							
4. SAS Enterprise Guide 1: Querying and Reporting EG 7.1							
5. SAS Enterprise Guide 2: Advanced Tasks and Querying EG 7.1							
6. SAS Enterprise Guide for Experienced SAS Programmers EG 7.1							
7. SAS Accessing SAS from Microsoft Office Applications							
8. SAS Macro Language 1: Essentials							
9. SAS Macro Language 2: Developing Macro Applications							
10. SAS SQL Processing							
11. SAS Report Writing 1: Essentials							

12. SAS Statistics 1: Introduction to ANOVA, Regression, and Logistic Regression							
13. SAS JMP Software Data Exploration V12							
14. SAS Introduction to Programming with SAS/IML Software (IML)							
15. SAS Using SAS Client Applications with SAS Grid Manager							
Total Score							

***Participants course material: course manual provided to participants, exercise material, etc.**

**** Class course material: presentation, reference material provided during training, etc.**