



## Nature of Requirement

### Development and Design Learning Services for Correctional Service Canada (CSC).

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### ELIGIBLE BIDDERS UNDER THIS BID SOLICITATION

This Bid Solicitation is issued against the Learning Services Supply Arrangement (SA), PWGSC File No. E60ZH-070003. All terms and conditions of the Learning Services SA apply and are incorporated into any resulting contract.

**The requirement described herein is open only to PSPC Learning Services SA Suppliers:**

Bluedrop Training & Simulation Inc.
CAE Inc
Calian Ltd
Deloitte Inc
Instrux Media Corp
Lockheed Martin Canada Inc

## NOTICE OF PROPOSED PROCUREMENT

### Summary:

The Correctional Service of Canada (CSC) requires “as needed” Learning Services for a period of one (1) year and three (3) additional Optional Periods for a duration of one (1) year each, from one or more of the following Learning Services Supply Arrangement categories and streams:

- a) Stream 2: Instructional Designer;
- b) Stream 4: Rapid eLearning Product Programmer;
- c) Stream 5: Quality Assurance; and
- d) Stream 6: Multi-Media Design and Development
  - Graphic Design
  - Photography
  - Animator
  - Video Production
  - Audio Production
  - Narration

The Contractor will be required to complete online and/or in class modules or courses on behalf of CSC clients. The majority of the modules will require a *Rapid eLearning Product Programmer* and we will work with the clients in advance to determine needs, review source documents and in some cases create storyboards. In other cases we will request the Contractor to provide instructional design for initial design or the conversion of classroom materials to online products.



## Mandatory Technical Criteria – Lowest Evaluated Price

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

Should there be multiple compliant bids from companies with the same lowest evaluated price; the contract will be awarded according to the following methodology:

- The responsive bid received first by the date and time will be recommended for award of a contract.

## Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at **Annex C**;
  - b. *Industrial Security Manual* (Latest Edition)

## Contractor's Sites or Premises Requiring Safeguarding Measures

Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

*Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country*

The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.