



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

**Bid Receiving /
Réception des soumissions**

Canada School of Public Service/
École de la fonction publique du Canada
Bid Receiving Unit (Mailroom) /
Réception des soumissions (salle de
courrier)
De La Salle Campus / Campus de La Salle
373 Sussex Drive
Ottawa, Ontario (Canada) K1N 6Z2

**REQUEST FOR PROPOSAL
DEMANDE DE SOUMISSION**

Proposal to: Canada School of Public Service

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 à : École de la fonction publique du Canada

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

Comments - Commentaries

**THIS DOCUMENT CONTAINS A
SECURITY REQUIREMENT / CE
DOCUMENT CONTIENT DES EXIGENCES
RELATIVES À LA SÉCURITÉ**

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Title-Sujet Leadership Development Facilitator	
Solicitation No. – No. de l'invitation CSPS-RFP-17GH-1052	Date October 13, 2017
Client Reference No. - No. De Référence du Client	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM / 14h00 on – le November 22 , 2017 / 22 novembre 2017	
Address inquiries to: - Adresser toute demande de renseignements à : Ginette Hupé	
Email Address: - Adresse courriel : ginette.hupe@canada.ca	
Telephone No. - No de téléphone 819-953-3467	Fax No. – No de Fax:
Destination of Goods and Services: Destinations des biens et services: See Herein	
Instructions : See Herein Instructions : Voir aux présentes	
Delivery Required – Livraison exigée See Herein	Delivery Offered – Livraison proposée
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	



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PART 1 – GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications and additional information to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Pricing Schedule and the Evaluation Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List and the Task Authorization Form.

1.2 Summary

The Canada School of Public Service (CSPS or the School) is seeking the services of a Leadership Development Facilitator, on an as and when requested basis, in support of leadership development activities under the Executive Leadership Development Programs (ELDP). The Leadership Development Facilitator will also be asked to facilitate at key events on various topics aimed at the senior executive level as well as other levels of management under other leadership programs at the School.

This bid solicitation is intended to result in the award of one (1) contract. The services will be required for a period of one (1) year with the irrevocable option allowing Canada to extend the term of the Contract by up to two (2) additional one-year periods under the same terms and conditions.

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 Canadian Free Trade Agreement (CFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Columbia Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Korea Free Trade Agreement (CKFTA), the Canada-Panama Free Trade Agreement, the Canada-Peru Free Trade Agreement, and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

1.3 Security Requirements

There are security requirements associated with this requirement. For additional information, consult Part 6 – Security Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel



and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 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 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- a) Wherever Public Works and Government Services Canada (PWGSC) revise to read “Canada School of Public Service (the School)”;
- b) At Article 05, Submission of Bids, subparagraph 4, delete “Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation. Insert “Bids will remain open for acceptance for a period of not less than 120 days from the closing date of the bid solicitation”;
- c) At Article 08, Transmission by Facsimile is deleted in its entirety; and
- d) At Article 20, Further Information, delete the second paragraph in its entirety.

2.2 Submission of Bids

Bids must be submitted only to the location and by the date, time and place indicated on Page 1 of the bid solicitation. Bids transmitted by electronic mail will not be accepted.

Bidders must indicate the RFP number **CSPS-RFP-17GH-1052** on the packaging when submitting their bids.

Due to the nature of the bid solicitation, bids transmitted by facsimile 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 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.



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 (4 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; 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 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.

Part 4, Evaluation Procedures and Attachment 1 to Part 4, Evaluation Criteria, contain additional instructions that Offerors should consider when preparing their technical offer.

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.



Bidders must submit their rate FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

When preparing their financial bid, Bidders should review the Basis of Payment in Annex B and clause 4.1.2, Financial Evaluation, of Part 4.

The rates included in the pricing schedule detailed in Attachment 1 to Part 3 exclude the total estimated cost of all travel and living expenses that may need to be incurred for Work described in Part 7, Resulting Contract Clauses, of the bid solicitation required to be performed outside the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. The *National Capital Act* is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>.

Section III: Certifications

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

Section IV: Additional Information

In Section IV of their bid, Bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. 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 their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant: the required answer to each question; and, as applicable, the required information; and
5. for Part 6, article 6.1, Security Requirements:
 - the name of all individuals who will require access to classified or protected information, assets or sensitive work sites; and
 - the address(es) containing the information below of proposed location(s) of work performance or document safeguarding:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country



**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 firm all-inclusive daily rate (in Cdn \$).

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a) work described in Part 7, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. The *National Capital Act* is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>
- b) travel between the Contractor’s place of business and the NCR; and
- c) the relocation of resource(s) to satisfy the terms of any resulting contract.

These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document 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.

PERIOD	FIRM ALL-INCLUSIVE DAILY RATE (in Cdn \$)	VOLUMETRIC DATA (Estimated Level of Effort)	TOTAL (in Cdn \$)
	A	B	C = A x B

1	Initial Contract Period – (From _____ to _____) (for a period of one year from date of contract award)		
1a	Leadership Development Facilitator	55 days	
Total - Initial Contract Period:			

2	Optional Period 1 - (From _____ to _____) (for an additional one-year period)		
2a	Leadership Development Facilitator	55 days	
Total - Optional Period 1:			



3	Optional Period 2 – (From _____ to _____) (for an additional one-year period)		
3a	Leadership Development Facilitator		55 days
Total - Optional Period 2:			
4	TOTAL EVALUATED PRICE (Applicable Taxes excluded): (i.e., sum of: Total - Initial Contract Period + Total - Optional Period 1 + Total - Optional Period 2)		
5	Applicable Taxes		
Insert the amount, as applicable:			



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 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

Refer to Attachment 1 to Part 4.

4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4

4.1.2 Financial Evaluation

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

For bid evaluation and contractor selection purpose 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 Highest Combined Rating of Technical Merit (70%) and Price (30%)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all the mandatory criteria; and
 - c. obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.



6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection – Highest Combined Rating of Technical Merit (70 %) and Price (30 %)

		Bidder 1	Bidder 2	Bidder3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000	\$50,000	\$45,000
Calculations	Technical Merit Score	$115/135 \times 70 = 59.64$	$89/135 \times 70 = 46.13$	$92/135 \times 70 = 47.67$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.13	77.67
Overall Rating		1 st	3 rd	2 nd



ATTACHMENT 1 TO PART 4 EVALUATION CRITERIA

1.0 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria (MT)		
Number	Mandatory Technical Criterion	Cross Reference to Bidder's Proposal
MT1	<p>The Bidder must demonstrate that their proposed resource has delivered a minimum of 560 hours as a Facilitator, within the last 10 years, at time of solicitation closing date, in facilitation of learning activities or events relating to leadership development.</p> <p>Facilitation of a learning activity or event includes planning, designing, organizing and delivering the event.</p> <p>In order to demonstrate this criterion, the Bidder must provide the following information for the proposed resource:</p> <ol style="list-style-type: none"> 1. Client organization name, client contact name; telephone number and/or email address; 2. Start and end dates (month-year format) and number of hours of the engagement; 3. Activity or event name and its objective; and 4. Role and responsibilities during the engagement. <p>Client reference may be contacted to validate the experience information provided.</p>	
MT2	<p>The Bidder must demonstrate that their proposed resource has at least a Bachelor's degree from a recognized Canadian university.</p> <p>If the proposed resource's degree is from an institution outside of Canada, the Bidder must provide proof of the Canadian equivalency of the Degree evaluated by a recognized third party for it's proposed resource.</p> <p>A list of recognized organizations can be found under the Canadian Information Center for International Credential Website at: https://www.cicic.ca/.</p>	



	In order to demonstrate this criterion, the Bidder must provide copy of the proposed resource’s diploma with the bid submission.	
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2.0 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the overall minimum required score specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Point Rated Technical Criteria (RT)				
Number	Point Rated Technical Criterion	Weighting (Points)	Maximum Points	Cross Reference to Bidder’s Proposal
RT1	<p>The Bidder should demonstrate that the proposed resource has delivered a minimum of 150 hours as a Facilitator, within the last 5 years, at time of solicitation closing date, in facilitation of learning activities or events specifically for leadership development with senior executives either within a public or private sector organization.</p> <p>Facilitation of a learning activity or event includes planning, designing, organizing and delivering the event.</p> <p>In order to demonstrate this criterion, the Bidder should provide the following information for the proposed resource:</p> <ol style="list-style-type: none"> 1. Client organization name, client contact name, telephone number and/or email address; 2. Start and end dates (month-year format) and number of hours of the engagement; 3. Activity or event name and its objective; 4. Role and responsibilities during the engagement; 	<p><i>Points will be allocated as follows:</i></p> <p>Less than 150 hours: 0 pts</p> <p>150-175 hours : 10 pts</p> <p>More than 175 hours: 15 pts</p>	15	



	<p>5. Management level of participants; and 6. Two (2) letters of reference and/or testimonial from previous clients.</p> <p>Client reference may be contacted to validate the experience information provided.</p>			
RT2,	<p>The Bidder should demonstrate that the proposed resource has experience facilitating large events. A large event requires that a minimum of 25 people were in attendance.</p> <p>In order to demonstrate this criterion, the Bidder should provide project descriptions (maximum of three) with the following information:</p> <ol style="list-style-type: none"> 1. Client organization name, client contact name, telephone number and/or email address; 2. Event title or topic; 3. Start and end dates of each event facilitated (month-year format); 4. Number of event attendees; and 5. Brief description of the work performed. 	<p><i>Points will be allocated as follows:</i></p> <p>5 points per project</p>	15	
RT3	<p>The Bidder should demonstrate that the proposed resource holds additional education degree in a field related to Leadership and/or Management from a recognized Canadian university:</p> <ol style="list-style-type: none"> a) Master degree b) Doctorate degree <p>If the proposed resource's degree is from an institution outside of Canada, the Bidder should provide proof of the Canadian equivalency of the Degree evaluated by a recognized third party for it's proposed resource.</p> <p>A list of recognized organizations can be found under the Canadian</p>	<p><i>Points will be allocated as follows:</i></p> <p>5 points for Master's degree and an additional 5 points for a Doctorate's degree</p>	10	



	<p>Information Center for International Credential Website at: https://www.cicic.ca/.</p> <p>In order to demonstrate this criterion, the Bidder should provide a copy of the proposed resource diploma with the bid submission.</p>			
Total of all the Point Rated Technical Criteria:			40	
Overall Minimum required score to obtain is: 70% or 28 points				



PART 5 – CERTIFICATIONS

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 Integrity Provisions-Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 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](http://www.esdc.gc.ca/eng/employment_social_development_canada) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

5.2.2 Status and Availability of Resources

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



clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.2.3 Education and Experience

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

5.2.4 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.



Integrity Provisions – List of Names

Dénomination complète de l'entreprise / Complete Legal Name of Company	
Adresse de l'entreprise/Company's address	
NEA de l'entreprise/Company's PBN number	
Numéro de la transaction/ Transaction number	
Liste de pré-qualification/Pre-Qualification List	
<p>Valeur de la transaction (\$) /Transaction Value (\$) PLUS DE 25,000.00\$ (taxes incluses)/ OVER \$25,000.00 (including taxes)</p> <p><input type="checkbox"/> OUI / YES <input type="checkbox"/> NON / NO</p>	
<p>Membres du conseil d'administration (Utilisez le format - Prénom Nom) Board of Directors (Use format - first name last name) Ou mettre la liste en pièce-jointe/Or put the list as an attachment</p>	
1. Membre / Director	
2. Membre / Director	
3. Membre / Director	
4. Membre / Director	
5. Membre / Director	
6. Membre / Director	
7. Membre / Director	
8. Membre / Director	
9. Membre / Director	
10. Membre / Director	
Autres Membres/ Other members:	
Commentaires / Comments:	



PART 6 – SECURITY REQUIREMENTS

- 6.1** At the date of bid closing, the following conditions must be met:
- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must each meet the security requirement as indicated in Part 7 – Resulting Contract Clauses; and
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- 6.2** For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



PART 7 – RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization (TA)

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.

7.1.2.1 TA Process

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex D.
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 method(s) 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 and the Contracting 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.

7.1.2.2 TA Authority

To be validly issued, a TA must be signed by both the Project Authority and the Contracting Authority.

7.1.2.3 Minimum Work Guarantee – All the Work – Authorized TAs

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% of the Maximum Contract Value.
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.

7.1.2.4 Periodic Usage Reports – Contracts with Task Authorizations (TA)



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

The following report must be used. All data fields of the report must be completed, as applicable. If services are not provided during a given period, the Contractor must still provide a “nil” report.

Contract Number:						
Reporting Period: _____ to _____						
TA Number	TA Amendment Number	Date of TA / Date of TA Amendment (if applicable)	Value of TA / Value of TA Amendment (Applicable Taxes excluded)	Applicable Taxes	Value of TA / Value of TA Amendment (Applicable Taxes included)	Cumulative Amount

If the Contractor does not comply with the above reporting requirements, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract with the following changes:

- Wherever Public Works and Government Services Canada (PWGSC) revise to read “Canada School of Public Service (the School)” with the exception of article 41 Integrity Provisions – Contract where any reference to PWGSC remains.

7.3 Security Requirements



The following security requirement (SRCL and related clauses) applies and form part of the Contract:

1. The Contractor must, at all times during the performance of the Contract hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor 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).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ (for a period of one year from date of contract award). *[insert date at contract award]*

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-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 before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority *[insert information at contract award]*

The Contracting Authority for the Contract is:

- Name:
- Title:
- Organization:
- Telephone:
- 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.

7.5.2 Project Authority *[insert information at contract award]*

The Project Authority for the Contract is:



Name:
Title:
Organization:
Telephone:
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative *[insert information at contract award]*

Name:
Title:
Telephone:
E-mail address:

7.6. Payment

7.6.1 Basis of Payment

7.6.1.1 TA subject to a Limitation of Expenditure

When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized 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 total 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 specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or
- (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



7.6.1.2 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only

For the requirements relative to travel described in section 12.0 of the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees", to a limitation of expenditure of \$ _____. *[insert amount at contract award]* Customs duties are included and Applicable Taxes are extra.

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

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Canada will not accept any travel and living expenses for:

1. Work performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act, R.S.C. 1985, c. N-4, S.2.*. *The National Capital Act* is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>;
2. any travel between the Contractor's place of business and the NCR; and
3. any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the firm all-inclusive daily rates.

7.6.2 Limitation of Expenditure - Cumulative Total of all Authorized TAs

1. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ _____. *[insert amount at contract award]* Customs duties are included and the 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 and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure (contract clause 7.6.1.1, TA subject to a Limitation of Expenditure),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.

7.6.3 Method of Payment

7.6.3.1 Method of Payment - Authorized TA



The following method of payment will form part of the authorized TA.

For the Work specified in an authorized TA subject to a limitation of expenditure:

A. Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department
C0305C (2014-06-26), Cost Submission
C0705C (2010-01-11), Discretionary Audit

7.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a. The original copy must be forwarded / emailed to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.8 Certifications

7.8.1 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.

7.9 Applicable Laws

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

7.10 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 (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment ;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any); and
- (g) the Contractor's bid dated _____ (Insert the date of the bid)

7.11 Foreign Nationals (Canadian Contractor)

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

Note to Bidders: *Either this clause or the one that follows, whichever applies (based on whether the successful bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contrat.*

7.11 Foreign Nationals (Foreign Contractor)

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

7.12 Insurance

SACC Manual clause G1005C (2016-01-28), Insurance

7.13 Government Site Regulations

SACC Manual clause A9068C (2010-01-11), Government Site Regulations

Notice to the Bidder: *If the selected Bidder provided (in accordance with the article 2.3 of Part 2) information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C (2013-03-21), Proactive Disclosure of Contracts with Former Public Servants, will form part of the Contract as article 7.15.*



ANNEX A STATEMENT OF WORK

1.0 Title:

Leadership Development Facilitator

2.0 Objective:

The Canada School of Public Service (CSPS or the School) is seeking the services of a leadership development facilitator, on an as and when requested basis, in support of leadership development activities under the Executive Leadership Development Programs (ELDP). The facilitator will also be asked to facilitate at key events on various topics aimed at the senior executive level as well as other levels of management under other leadership programs at the School.

3.0 Background:

The CSPS is the common learning service provider for the Public Service of Canada. It was created to bring a unified approach to serving the common learning and development needs of public servants and to help ensure that all federal public service employees across Canada have the knowledge and skills they need to meet the challenges of the public service of the 21st century.

The School is committed to promoting a strong corporate culture in the Public Service, fostering a culture of learning, and being a catalyst and resource for the ongoing development of the Public Service as a learning organization. The Learning Program Branch (LPB) is responsible for designing and implementing the School's curriculum for public servants, implementing learning programs, and delivering training services offered by the CSPS across Canada. The LPB also oversees the design and delivery of the leadership development programs and courses for supervisors, managers and executives across the broad spectrum of management levels for all federal government departments and agencies.

Following the Clerk of the Privy Council's announcement in June 2016 regarding the introduction of two new leadership development programs for public service executives EX 04 and EX 05 levels (e.g. Senior Vice President equivalent who report to CEO or President) and for EX 01 to EX 03 levels (e.g. Directors, senior Directors, to Associate VP), the Treasury Board Secretariat (Office of the Chief Human Resources Officer), has asked the CSPS to develop, design and deliver the learning components for both programs. This includes the delivery of individual and group experiential learning through case methods, study tours and in-class leadership development. Participants will learn from panels of various subject matter experts, from leadership development, self-reflection and through dialogues and exchanges with various stakeholders. Learning will take place through the integration of individual, small group and cohort learnings.

4.0 Scope:

The Contractor must provide facilitation services to plan and guide in-class leadership development on a variety of topics for learners at the executive level. The Contractor's resource will use different methodologies and strategies gathered over their years of experience and which respect the principles of adult education in order to support the achievement of the learning objectives set out for the Executive Leadership Development Programs as well as other leadership programs offered by the School. The Contractor's resource will help facilitate the creation of a dynamic and supportive learning environment that pushes leaders outside their comfort zones, have them connect key leadership competencies to their



day-to-day reality, support their learning as aligned to predetermined themes and leadership development objectives while ensuring a high quality learning experience for the senior leaders.

Under the Executive Leadership Development Programs, there will be one (1) cohort of EX-04 and 05 per year, and two (2) cohorts of EX-01 to 03 over an 8-month period. Each of the cohorts are made of 25 participants and their program will start at different times within the year. There may be up to three (3) cohorts operating at some point within a given year. In considering the scope of the tasks, the EX-04-05 cohort will have nine (9) learning days requiring facilitation, while the EX-01-03 cohorts will require eight (8) learning days of facilitation per cohort. Learning events will last one to two days each.

5.0 Tasks:

The Contractor must perform the following tasks:

- a. Work closely with the Project Authority to understand the details of the Executive Leadership Development Programs and other leadership programs, the needs of the cohorts, the established learning & leadership development objectives and expected outcomes;
- b. Develop detailed facilitation plans for each learning events to ensure that the learning outcomes are being addressed;
- c. Provide on-site facilitation services, in English, while ensuring an environment for effective participation, productive interactions between smaller groups and the entire cohort throughout the learning processes. This may also include facilitation of discussions that will be occurring with various subject matter experts or with mixed groups of senior leaders (public, private, non-governmental organization (NGO), academia);
- d. Demonstrate coaching and leadership development techniques by engaging the senior leader participants in their ongoing learning and leadership development;
- e. Apply various tools and techniques (including through the use of electronic media) to maximize senior leaders engagement and to help anchor their learning;
- f. Stimulate constructive, clear exchange of ideas among participants and promoting feedback and redirecting participants to carry on interactions, or facilitating consensus and desired outcomes;
- g. Manage time and agenda during learning events;
- h. Following each event, review session feedback and provide recommendations to support continuous improvement of activities and events to ensure alignment with key Program learning objectives.

6.0 Deliverables:

The following deliverables must be produced for each learning event that will be facilitated:

1. Facilitation plan for the learning event based on the detailed agenda and learning objectives established by the program leads;
2. Post event assessment report on the effectiveness of the facilitated event.

All deliverables must be provided in English, electronically in MS Word to the Project Authority.

7.0 Reporting Requirements:

The Contractor must submit an assessment report for each event in English, electronically in MS Word to the Project Authority.



8.0 Client Support:

The Project Authority will provide draft agenda of the learning events and will identify and invite all required subject matter experts. Key learning objectives will have been identified by the CSPS Learning Advisors.

9.0 Meetings:

There will a kick-off meeting with the Project Authority to describe the Program and overview and calendar of upcoming learning events. A task authorization (TA) will be issued for the facilitation of each events. For each events, the Contractor's resource will be expected to attend planning meetings either in person or by teleconference and work closely with the key personnel as identified by the Project Authority such as senior designers and may need to participate in some meetings with the program team who is engaged in validating the relevance of the Program elements, the structure of specific activities and events for the targeted learner population.

10.0 Location of Work:

The work for the preparation of each learning event will be conducted at the Contractor's facilities.

The facilitation services will be performed on-site at the CSPS premises in the National Capital Region (NCR), either at Asticou Centre, 241 Cité-des-jeunes Boulevard, Gatineau, Quebec or at Académie De-La-Salle, 373 Sussex Drive, Ottawa, Ontario; and occasionally slightly outside of the NCR.

11.0 Language of Work:

The work must be conducted in English. The Contractor's resource must be unilingual English or bilingual.

All deliverables must be provided in English.

12.0 Travel and Living:

For delivery of any learning event(s) outside of the NCR, the School will reimburse travel and living expenses in accordance within the *National Joint Council Travel Directive*.

The *National Joint Council Travel Directive* is available at the following link:
<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

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



ANNEX B BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

Definition of a Day:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked, with no provisions for annual leave, statutory holidays and sick leave. Time worked ("Days Worked" in the formula below) which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{Days Worked} = \frac{\text{Hours Worked}}{7.5 \text{ hrs. per day}}$$

A- Contract Period (From _____ to _____) *[insert data at contract award]*

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

1.0 Professional Fees

The Contractor will be paid all-inclusive firm daily rates as follows: *[insert data at contract award]*

Resource Category	Name of resource	Level of Effort (Estimated)	Firm All-Inclusive Daily Rate (in CDN \$)
Leadership Development Facilitator		55 days	

Total Estimated Cost of Professional Fees: \$_____ *[insert amount at contract award]*

2.0 Cost Reimbursable Expenses (if applicable)

2.1 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only

For the requirement relative to travel described in section 12.0 of the Statement of Work in Annex A:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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



The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Canada will not accept travel and living expenses for:

- i. work performed within the National Capital Region (NCR) defined in the *National Capital Act* (R.S.C., 1985, c. N-4), available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>
- ii. any travel between the Contractor's place of business and the NCR; and
- iii. any relocation of resource(s) required to satisfy the term of the Contract.

These expenses are included in the firm all-inclusive daily rates specified in subsection A-1.0 above.

Total Estimated Cost of Authorized Travel and Living Expenses: \$ _____ *[insert amount at contract award]*

3.0 Total Estimated Cost – Contract Period: \$ _____ *[insert amount at contract award]*

B- 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.

B-1 Optional Period 1 (From _____ to _____) *[insert data at contract award]*

Resource Category	Name of resource	Level of Effort (Estimated)	Firm All-Inclusive Daily Rate (in CDN \$)
Leadership Development Facilitator		55 days	

B-2 Optional Period 2 (From _____ to _____) *[insert data at contract award]*

Resource Category	Name of resource	Level of Effort (Estimated)	Firm All-Inclusive Daily Rate (in CDN \$)
Leadership Development Facilitator		55 days	



ANNEX C, SECURITY REQUIREMENTS CHECK LIST (SRCL)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine CSPS	2. Branch or Directorate / Direction générale ou Direction LPB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail <i>Facilitator in support of leadership development activities under the Executive Leadership Development Programs.</i>		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document : No / Non Yes / Oui

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
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ANNEX D – ANNEXE D
TASK AUTHORIZATION (TA) FORM -
FORMULAIRE D'AUTORISATION DE TÂCHE (AT)

Contract Number - Numéro du contrat		
Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)		
Contractor's Name and Address - Nom et adresse de l'entrepreneur		
Original Authorization - Autorisation originale		
Total Estimated Cost of Task (GST/HST extra) before any revisions: Coût estimatif total de la tâche (TPS/TVH en sus) avant toutes révisions :		\$
TA Revisions Previously Authorized(as applicable) - Révisions de l'AT autorisées précédemment (s'il y a lieu)		
<p style="font-size: small; color: purple;">Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc). If no increase or decrease was authorized, enter \$0.00. Add rows, as needed. - Instructions à l'attention de la personne responsable de l'autorisation d'une AT: les révisions autorisées précédemment doivent être présentées par ordre croissant des numéros de révision attribués (la première révision doit être identifiée par le numéro 1, la seconde par le numéro 2, et ainsi de suite). Si aucune augmentation ou diminution n'a été autorisée, inscrire 0.00\$. Au besoin, ajouter des rangées.</p>		
TA Revision No. - N° de Révision de l'AT :		Authorized Increase or Decrease (GST/HST extra): Augmentation ou réduction autorisée (TPS/TVH en sus) : \$
TA Revision No. - N° de Révision de l'AT :		Authorized Increase or Decrease (GST/HST extra): Augmentation ou réduction autorisée (TPS/TVH en sus): \$
TA Revision No. - N° de Révision de l'AT :		Authorized Increase or Decrease (GST/HST extra): Augmentation ou réduction autorisée (TPS/TVH en sus): \$
New TA Revision (as applicable) - Nouvelle révision de l'AT (s'il y a lieu)		
<p style="font-size: small; color: purple;">Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter \$0.00. - Instructions à l'attention de la personne responsable de l'autorisation d'une AT: la première révision doit être identifiée par le numéro 1, la seconde par le numéro 2, et ainsi de suite. Si aucune augmentation ou diminution n'est autorisée, inscrire 0.00\$</p>		
TA Revision No. - N° de Révision de l'AT :		Authorized Increase or Decrease (GST/HST extra): Augmentation ou réduction autorisée (TPS/TVH en sus): \$
Total Estimated Cost of Task (GST/HSTextra) after this revision: Coût estimatif total de la tâche (TPS/TVH en sus) après cette révision :		\$
Contract Security Requirements (as applicable) - Exigences du contrat relatives à la sécurité (s'il y a lieu)		
<p>This task includes security requirements. - Cette tâche comprend des exigences relatives à la sécurité:</p> <p><input type="checkbox"/> No - Non</p> <p><input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract. Oui. Voir l'annexe du contrat comprenant la Liste de vérification des exigences relatives à la sécurité (LVERS).</p>		



Remarks (as applicable) - Remarques (s'il y a lieu):

Required Work - Travaux requis

The content of sections A, B, C and D below must be in accordance with the Contract. Le contenu des sections A, B, C et D ci-dessous doit être conforme au contrat.

SECTION A - Task Description of the Work required - Description de tâche des travaux requis

SECTION B - Applicable Basis of Payment - Base de paiement applicable

TA Subject to a Limitation of Expenditure

SECTION C - Cost Breakdown of Task- Ventilation du coût de la tâche

		Firm Daily Rate (in accordance with Annex B of the Contract) - Tarif journalier fixe (en accord avec l'annexe B du contrat)	Level of Effort (in days) - Niveau d'effort (en jours)	Total
Resource Category - Catégorie de la ressource	Resource Name - Nom de la ressource	A	B	C=A x B
Leadership Development Facilitator - Animateur en perfectionnement de leadership		\$		\$
Total Estimated Cost of Professional Fees subject to a limitation of Expenditures - Coût total estimatif des honoraires professionnels assujettie à une limitation des dépenses				\$
Applicable Taxes - Taxes applicables:				\$
Total Estimated Cost - Coût total estimatif				\$
Total Estimated Cost of Authorized Travel and Living Expenses subject to a Limitation of Expenditures (if applicable) - Coût total estimatif des frais autorisés de déplacement et de subsistance assujettie à une limitation des dépenses (s'il y a lieu):				\$
TOTAL ESTIMATED COST OF TA - COÛT TOTAL ESTIMATIF DE L'AT				\$



SECTION D - Applicable Method of Payment - Méthode de paiement applicable

Single Payment – Paiement unique

Authorization - Authorization

By signing this TA, the Project Authority and the CSPS Contracting Authority certify that the content of this TA is in accordance with the Contract.

En apposant sa signature sur cette AT, le chargé de projet et l'autorité contractante de l'EFPC attestent que le contenu de cette AT respecte les conditions du contrat.

Name of Project Authority - Nom du chargé de projet _____

Signature _____

Date _____

Name of CSPA Contracting Authority -
Nom de l'autorité contractante de l'EFPC _____

Signature _____

Date _____

Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature _____

Date _____