



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

RCMP/GRC
Kaleigh Lafontaine
Procurement and Contracting Services, M1,
Mailstop #15
73 Leikin Drive
Ottawa, ON K1A 0R2

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Gendarmerie royale 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 appendices 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

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Design, Maintenance and Classroom training on Online Open Source Intelligence		Date May 30, 2018
Solicitation No. – N° de l'invitation 201800940		
Client Reference No. - No. De Référence du Client 201800940		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 pm	EST (Eastern Standard Time) HNE (heure normale de l'Est)
On / le :	July 9, 2018	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Kaleigh Lafontaine, Procurement Officer		
Telephone No. – No. de téléphone 613-843-3800		Facsimile No. – No. de télécopieur 613-825-0082
Delivery Required – Livraison exigée See herein — Voir aux présentes		Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone		Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature		Date



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PART 1 - GENERAL INFORMATION

1.1 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 and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other 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 Annexes include the Statement of Work, the Basis of Payment, and the Security Requirements Checklist.

1.2 Summary

- 1.2.1 The Royal Canadian Mounted Police requires the services of a contractor to provide facilitation and delivery services for learning activities in the area of Online Open Source Information Gathering. The contract will be for a period of 1 (one) year plus 2 (two) additional 1 (one) year option periods.
- 1.2.2 "There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other 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) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements."
- 1.2.3 "The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA)."

1.3 Debriefings

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

1.4 Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under



\$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Submission of Bids

Bids must be submitted only to RCMP 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 or email to RCMP will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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.



2.4 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.

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca



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 (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (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;
- (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 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.

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.

3.1.2 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.



Section III: Certifications

Bidders must submit the certifications and additional information 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

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

- a. To be declared responsive, a bid must:
 - i. comply with all the requirements of the bid solicitation;
 - ii. meet all mandatory criteria; and
 - iii. obtain the required minimum percentage score of **(70%)** per resource evaluated for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **82** points.
- b. Bids not meeting (i) or (ii) or (iii) will be declared non-responsive.
- c. 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.
- d. 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%.
- e. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated responsive price and the ratio of 30%.
- f. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- g. 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.



h. 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 100 and the lowest evaluated price is \$50,000 (50).

Highest Combined Rating Technical Merit (70%) and Price (30%)			
Calculation	Technical Points	Price Points	Total Points
Bidder 1 - Tech = 88/100 - Price = \$60,000	$\frac{88 \times 70}{100} = 61.6$	$\frac{***50 \times 30}{**60} = 25$	86.6
Bidder 2 - Tech = 82/100 - Price = \$55,000	$\frac{82 \times 70}{100} = 57.4$	$\frac{50 \times 30}{55} = 27.27$	84.67
Bidder 3 - Tech = 76/100 - Price = \$50,000	$\frac{76 \times 70}{100} = 53.2$	$\frac{50 \times 30}{50} = 30$	83.2

- * **Maximum Technical Points**
 - ** **Bidder's Price Proposal**
 - *** **Lowest Priced Proposal**

In this example **Bidder 1** would be recommended for Contract award.

- i. In the event that there are two (2) or more responsive proposals with identical overall scores at the end of the evaluation, the Proposal with the highest technical merit will be recommended for contract award
- j. Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.



PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, 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 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.

5.1.1 Integrity Provisions

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences (as applicable)
- Required Documentation

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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.

5.1.3.1 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.

5.1.3.3 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. Failure to comply with the request may result in the bid being declared non-responsive.

5.1.3.5 Education and Experience

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or 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.



PART 6 - SECURITY

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.



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".

7.2 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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

7.2.1 General Conditions

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

7.3 Security Requirements

7.3.1 The following security requirements (*SRCL and related clauses deleted*) apply and form part of the Contract.

7.3.1.1 The Company Security Officer (CSO) must ensure through the RCMP Departmental Security Branch (DSB) or the RCMP Regional Departmental Security Sections (RDSS) that the Contractor and individual(s) hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the contract is from the date of contract award to July 31, 2019.

7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one year period(s) 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 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kaleigh Lafontaine
Title: Procurement Officer
Royal Canadian Mounted Police
Directorate: Assets and Procurement Branch
Address: 73 Leikin Drive, Ottawa, ON K1A 0R2 M1 – 4th Floor, Mailstop #15

Telephone: 613-843-3800
Facsimile: 613-825-0082
E-mail address: kaleigh.lafontaine@rcmp-grc.gc.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.

7.5.2 Project Authority (to be provided at contract award)

The Project Authority for the Contract is:

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.

7.5.3 Contractor's Representative (to be provided at contract award)



7.6 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.

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included and applicable taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Travel and Living Expenses - National Joint Council Travel Directive

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/or administrative overhead, in accordance with the meal, private vehicle and incidental 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.

All payments are subject to government audit.

Estimated Cost: \$ 5,000.00

7.7.3 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.7.4 Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.



7.8 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. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.11 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);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).



7.12. Procurement Ombudsman

7.12.1 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 or 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.

7.12.2 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.

7.13 Foreign Nationals (Canadian Contractor)

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

7.14 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



ANNEX “A”

STATEMENT OF WORK

Design, maintenance and delivery of customized training on using the internet as an intelligence tool (i.e. Online Open Source Intelligence gathering)

OBJECTIVE: To deliver customized training sessions as well as customize and maintain the session material.

BACKGROUND:

The Canadian Police College (CPC) is a centre for professional education for members of the Canadian and International policing community. The mission of the CPC is to establish a world-class standard of police education, by using systematic approach, in the analysis, design, development and evaluation of CPC learning programs.

Students attending these courses will not be limited to only RCMP officers. A large percentage of students will also be from Canadian and International law enforcement and Federal/Provincial agencies.

DEFINITIONS:

The following definitions are applicable for this Statement of Work (SOW).

BLENDED LEARNING: Classroom and Web-based training.

CALENDAR SESSION: A session in the CPC's course schedule.

COURSE: A course is defined as a structured learning event of one or more days of duration.

COURSE MAINTENANCE: Updating course content that meets changes in the TBS guides, directives or frameworks or in case of modifications or any changes that must be brought to the course.

CUSTOMIZED COURSE: A course that responds to CPC clients' requirements/needs.

CUSTOMIZED TRAINING SESSION: A training session that is developed to meet the learning outcomes identified by the project authority. A customized training session could be of a varying length from 1-2 hours to the delivery of a complete course.

COURSE DESIGN DOCUMENT: A document prepared by the project authority that sets out the course description, target audience, pre-course requirements, course duration, class size, certificate, delivery setting, logistical considerations, course outline including learning objectives, course evaluation and participant evaluation.

LESSON PLAN: A document prepared by the project authority that sets out the session's description, learning objectives, instructional strategies, list of lessons, estimated duration, method of assessment, required equipment and teaching staff required.

TCLI: Technological Crime Learning Institute of the Canadian Police College (CPC)



Description and Scope of Work

The Technological Crime Learning Institute (TCLI) of the Canadian Police College requires the services of a contractor to provide facilitation and delivery of customized training sessions (services) in the area of using the internet as an intelligence tool (i.e. Online Open Source Intelligence gathering).

The total number of training session days in a calendar year can vary from 50 to 70 days. The contractor must ensure that they are sufficiently prepared and available to deliver these training sessions

Tasks:

The work to be performed will consist of the following delivery activities involving (but not limited to):

- the design and development of the course content (i.e. session) for the subjects and learning outcomes that are provided by the project authority;
- working with the TCLI and CPC delivery team to ensure common focus, clarity of roles and expectations, and clarity of assignments;
- preparing for and delivering the customized training sessions according to the standards and requirements of the CPC and the provided Course Design Document and Lesson Plans;
- preparing for and delivering the customized training sessions, involving the conduct of different types of learning activities involving classroom-based learning, small learning groups, feedback coaching sessions, site visits, study tours, on-line facilitated training, simulations, conferences and seminars;
- optimizing the customized training session delivery processes, selecting the best focus, adapting processes, ensuring connections are made with purpose and other elements, ensuring flow of design, and structuring debriefs and learning opportunities;
- promoting participant focus, managing overall timing and breaks, ensuring that intense periods are followed by less intense processes, and testing to see if adjustments are called for;
- maintaining a pace that ensures that the participants are able to follow and understand the material, while staying on schedule, making adjustments to the flow, timing and focus on elements in order to optimize learning for the participants while maintaining the integrity of the course in which the customized training session is being delivered for;
- re-enforcing the key messages, values and goals underlying the customized training session, ensuring that the participants are connected with the session purpose, describing how processes inter-relate, making participants aware of where they are in the agenda, and tracking group energy;
- delivering the customized training session material as it is developed, in a balanced presentation blending both theory and practice, emphasizing practices in the presentation of the material and the surrounding discussions, emphasizing “real-world” problems, approaches and solutions over academic theory, engaging the audience and using practical examples that relate to the audience’s work;
- demonstrating the effective use of questioning techniques to ensure the depth of dialogue and insight that will lead to the desired outcomes and reinforce the course’s key messages;
- setting up the classroom: Setting up the classroom involves distributing to each participant supplies and pedagogical materials, setting up the computers and operating the audio visual aids and equipment and setting up tables and chairs if required;



- suggesting and incorporating modifications to the instructor's and participant's manuals if required and with the approval of the CPC Project Authority;

Course Content Objectives

The contractor shall ensure that they have the capability to deliver the customized training session content objectives and learning outcomes listed in this section. In addition, the contractor shall use a variety of investigative tools (both commercial and open source) and techniques to deliver the training.

The customized training session's content objectives and learning outcomes may include, but is not limited to:

- the introduction to the Internet
- applying best practices when capturing open source evidence to prepare students for the potential scrutiny in criminal/civil courts (e.g. digital fingerprints, source downloading when possible)
- apply the intelligence analysis research process when searching the Internet;
- apply various search techniques to effectively search the web, including images, videos and mapping resources (GIS);
- search indexed and non-indexed web sites (e.g. deep web, dark web and government public records);
- describe the importance of being anonymous while gathering intelligence and potential techniques to remain anonymous;
- analyze and assess data that is collected as evidence
- describe Web 2.0 and its intricacies (e.g. social media);
- archive a website for offline viewing.
- crypto currencies
- include case studies as part of the learning process

Additional Information

Work environment:

Classroom delivery: The classroom delivery services are to be performed at a location determined by the project authority within the National Capital Region (NCR). Training may be provided at locations outside of the NCR and will be determined by the project authority as needed.

Travel:

Travel expenses will not be reimbursed for travel to and within the National Capital Region (NCR).

Hours of course delivery:

Classroom delivery: From 8:00 a.m. to 4:00 p.m. Any changes to the established hours of course delivery require the prior approval by the Project Authority. The Contractor shall be at the delivery location(s) at 7:30 a.m. at the latest, to greet the participants and set up the room. The duration of the classroom delivery is 7.0 hours.

Language Requirement:

The proposed resources must be able to communicate in English (oral, written and comprehension) and deliver the services required in English.



Preparation time and other administrative fees:

CPC will not pay for any preparation time and administrative fees.

CPC's Obligations and Support

Throughout the period of the Contract, the CPC' responsibilities will include:

- a) Provide qualified resource with copies of instructor and participant manuals.
- b) Make all logistical arrangements; room and equipment, printing of materials, confirmation of participants
- c) Liaise with the Contractor on matters and issues relating to management of the contract with the CPC and other issues as they may arise (i.e. level of satisfaction)
- d) Translation and edition of documents as required
- e) Any other assistance or support to be provided

Contractor's Obligations

The Contractor and/or consultant will:

- a) Work in conjunction and close contact with CPC project authority.
- b) Be available and prepared to deliver modules according to the pre-defined course calendar, customized course, or customized training session to a maximum of 20 participants.
- c) Deliver according to the methodology described in the Course Design Document and Lesson Plan.
- d) Assign, review and grade a Team Research Report and Presentation if required.
- e) Submit completed instructor reports at the end of each course no later than 5 working days following the course offering.
- f) It is the responsibility of the Contractor to, at all times, conduct itself and to ensure the performance of its deployed resources in accordance with the terms and conditions of the resultant Contract in the completion of all work, and in the spirit of the values and ethics code for the public service. The Contractor is responsible for the quality and completeness of all work under the resultant Contract and submitted to CPC in fulfillment of all obligations.
- g) All course material and any additional developed course material is the shared property of the CPC and contractor and must not be used, divulged or reproduced for any purpose other than the work assigned by TCLI or agreed upon by both parties. All course material developed by the Contractor remains the property of the Contractor noting that the CPC and the course participants may retain copies of course material.

Cancellation Policy

The Technological Crime Learning Institute will notify the Contractor in the event of cancellation five (5) working days prior to the course start time without incurring financial penalties.



ANNEX “B”

BASIS OF PAYMENT

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Initial Contract Period

Contract Period	Description	Estimated Number of Course Days Per Year (A1)	Bidder’s Proposed Firm All-Inclusive Per Diem Rate (B1)	Subtotal (A1xB1) (C1)
Contract award to July 31, 2019	Design, maintenance and delivery of customized training on using the internet as an intelligence tool (i.e. Online Open Source Intelligence gathering)	70	\$	\$
Total Price Initial Contract Period (C1)				\$

Optional Contract Periods

Contract Periods	Description	Estimated Number of Course Days Per Year (A2)	Bidder’s Proposed Firm All-Inclusive Per Diem Rate (B2)	Subtotal (A2 x B2) (C2)
Option Year 1	Design, maintenance and delivery of customized training on using the internet as an intelligence tool (i.e. Online Open Source Intelligence gathering)	70	\$	\$
Total Price Option Period 1 (C2)				\$

Contract Periods	Description	Estimated Number of Course Days Per Year (A3)	Bidder’s Proposed Firm All-Inclusive Per Diem Rate (B3)	Subtotal (A3 x B3) (C3)
Option Year 2	Design, maintenance and delivery of customized training on using the internet as an intelligence tool (i.e.	70	\$	\$



	Online Open Source Intelligence gathering)			
Total Price Option Period 2 (C3)				\$

Total Bid Price for Evaluation Purposes Only	
Initial Contract Period + Option Periods (C1 + C2 + C3)	\$
Taxes	\$
Total Including Taxes	\$

Note: 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.

Travel and Living Expenses:

Travel expenses will not be reimbursed for travel to and within the National Capital Region (NCR). With the prior approval of the project authority, travel for courses to be held outside of the National Capital Region (NCR) will be covered.

Disbursements:

Disbursements (photocopying, office expenses, Telephone calls, etc.) are included in the above costs. All deliverables are FOB Destination, and Canadian Customs Duty included, where applicable.

Definition of a Day/Proration

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

(Hours worked x applicable firm per diem rate) ÷ 7.5 hours

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

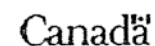
Contract Number / Numéro du contrat: 201800940
 Security Classification / Classification de sécurité

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 RCMP	2. Branch or Directorate / Direction générale ou Direction Canadian Police College	
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 To instruct design various sessions on the Using the Internet as an Intelligence Tool courses and the Advanced Open source intelligence courses		
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"/>	Foreign / Étranger <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"/>	No release restrictions / Aucune restriction relative à la diffusion <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"/>	Restricted to / Limité à <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays	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 <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	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 359-103(200412)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

201711122053

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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.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
Show Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:	
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 type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITE <input type="checkbox"/> TOP SECRET - SIGINT / TRES SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCES AUX EMPLACEMENTS	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRES SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRES SECRET
Special comments / Commentaires spéciaux: <u>FACILITY ACCESS ID WITH ESCORT</u>	
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





20171122053
Contract Number / Numéro du contrat
201800940
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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 RECAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO				COMSEC							
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTÉE	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 / Atouts / Renseignements / Biens / Production																	
Media / Support / Liens / 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).



Annex “D” – Evaluation Criteria

Bidder Instructions: The Bidder is requested to respond to the Evaluation Criteria using the table format below.

The bidder must make clear references to the candidates’ curriculum vitae (CV) or résumé for each stated claim in the contractor’s response (where applicable). Complete details demonstrating how a Bidder meets each Evaluation Criteria must be provided, including reference to where, when and how experience was obtained and how it relates to each requirement.

Mandatory Requirements:

At bid closing time, the Bidder must:

- a) Comply with the following Mandatory Requirements; and,
- b) Provide the necessary documentation to support compliance.

Any bid which fails to meet the following Mandatory Requirements will be considered non-responsive and will not be given further consideration. Each requirement should be addressed separately.

#:	Mandatory Requirement:	MET (Yes/No):	Justification
M1	The bidder must propose two resources that demonstrate having a minimum of two (2) years experience within the last five (5) years in the design and development of course content on the subject of using the internet as an intelligence tool (ie. Open source intelligence gathering).		
M2	The bidder must propose two resources that demonstrate a minimum of two (2) years experience within the last five (5) years conducting course facilitations, course delivery and the evaluations of courses and students.		

RATED REQUIREMENTS

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria.

Point Rated Technical Criteria (RT) and Scores		Required Minimum Number of Points	Maximum Number of Points
R1	Delivering training to Policing and or non-policing organizations	0	20
R2	Development of course content, delivery/implementation, and evaluation of course/participant experience.	0	30
R3	Recent experience in course training delivery on the subject of using the internet as an intelligence tool.	0	20
R4	Experience conducting course facilitations, course delivery and the evaluations of courses and students.	0	12
Minimum / Maximum Overall Score		58	82



#:	Rated Requirement:	Max Score	Score	Substantiating Detail (Explanation)
R1	<p>The bidder should propose two resources that have demonstrated experience in course training delivery provided to:</p> <p>Public and or Private Sector (non-policing environment) – 5 points per project</p> <p>Policing and or law enforcement environment – 10 points per project</p> <p>Bidders should submit a maximum of four projects.</p> <p>For each course training delivery, the Offeror should provide a project summary for the proposed resources identified in M1.</p> <p>The following information must, as a minimum be provided:</p> <ol style="list-style-type: none"> 1. Project Name and/or Number 2. Name of Client Organization 3. Start and End Date of Project (mm/yy to mm/yy) <p>Brief description of the scope of the project and the work performed.</p>	20 points		
R2	<p>The bidder should propose two resources that have demonstrated experience in course training delivery in the following capabilities:</p> <p>Development of course content – 1 point, 5 points max per proposed resource.</p> <p>Delivery/Implementation – 1 point, 5 points max per proposed resource.</p> <p>Evaluation (Course/Participant) – 1 point, 5 points max per proposed resource.</p> <p>Bidders should submit a maximum of five projects per proposed resource</p> <p>For each course training delivery, the Offeror should provide a project summary for the proposed resources identified in M1.</p> <p>The following information must, as a minimum be provided:</p> <ol style="list-style-type: none"> 4. Project Name and/or Number 	30 points		



	<p>5. Name of Client Organization</p> <p>6. Start and End Date of Project (mm/yy to mm/yy)</p> <p>Brief description of the scope of the project and the work performed.</p>			
R3	<p>The bidder should propose two resources that have demonstrated experience in course training delivery on the subject of using the internet as an intelligence tool (ie. Open source intelligence gathering) completed within the last:</p> <p>Recent within the last year – 5 points per proposed resource. Over 1 year to 2 years – 4 points per proposed resource. Over 2 years to 3 years – 3 point per proposed resource. Over 3 years to 4 years – 2 point per proposed resource. Over 4 years to 5 years – 1 point per proposed resource. More than 5 years – 0 points</p> <p>Bidders should submit a maximum of two projects per proposed resource</p>	20 points		
R4	<p>The bidder should propose two resources that demonstrate experience conducting course facilitations, course delivery and the evaluations of courses and students above and beyond that of Mandatory requirement M2 within the last 5 years.</p> <p>(2 points for every year of experience over the mandatory 2 years to a maximum of 6 points per resource)</p>	12 points		
Total Points Available		82		
Total Points Required / Total Score = Minimum of 70%		58		= _____ %