

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

## Bid Receiving - PWGSC / Réception des soumissions - TPSGC

**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**

Gatineau

Québec

**K1A 0S5**

**Bid Fax: (819) 997-9776**

## Request For a Standing Offer Demande d'offre à commandes

### National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Linguistic Services Division / Division des services linguistiques

Les Terrasses de la Chaudière  
10, rue Wellington, 5ième étage

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Language schooling	
<b>Solicitation No. - N° de l'invitation</b> 45045-170020/A	<b>Date</b> 2018-06-13
<b>Client Reference No. - N° de référence du client</b> 000009749	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$ZF-519-33624
<b>File No. - N° de dossier</b> 519zf.45045-170020	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-07-26</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b>  See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gravelle, Véronique	<b>Buyer Id - Id de l'acheteur</b> 519zf
<b>Telephone No. - N° de téléphone</b> (613)720-9519 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> STATISTICS CANADA RHC05O 100 TUNNEYS PASTURE OTTAWA Ontario K1A0T6 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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45045-170020/A  
Client Ref. No. - N° de réf. du client  
45045-170020

Amd. No. - N° de la modif.  
File No. - N° du dossier  
520zf 45045-170020

Buyer ID - Id de l'acheteur  
520ZF  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |                                                                                                                                                                                                                                                                                                                               |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Part 1 | General Information: provides a general description of the requirement;                                                                                                                                                                                                                                                       |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;                                                                                                                                                                                                                         |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;                                                                                                                                                                               |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by offerors; and                                                                                                                                                                                                        |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

### **1.2 Summary**

- 1.2.1 Statistics Canada Agency, also known as Statistics Canada, requires language training services for French-as-a-second-language training program for its personnel. The training will be offered at its Language Training Centre in Ottawa, Ontario and in regional offices as needed. The services will be required on an "as and when requested" basis, formatted in full-time, part-time, group and/or individual courses, in classrooms supplied by Statistics Canada.
- 1.2.2 Up to four (5) Standing Offers will be awarded for this requirement. Each resulting Standing Offer will have an initial period from the standing offer's date of award to March 31, 2019, with an irrevocable option to extend the period of each resulting standing offer by up to five (5) additional periods of one year each, under the same terms and conditions.
- 1.2.3 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation for offer submission. Offerors must refer to Part 2 of the RFSO entitled Instructions to offerors for further information.
- 1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B -

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Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Standing Offer Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The **2006** (2017-04-27), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

**Insert: 180 days**

The 2006 standard instructions is amended as follows:

- Section 5, entitled Submission of offers, is amended as follows:
  - subsection 1 is deleted entirely and replaced with the following:

"Canada requires that each offer, at RFSO closing date and time or upon request from the Standing Offer Authority, for example in the case of epost Connect service, be signed by the Offeror or by an authorized representative of the Offeror. If an offer is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
  - subsection 2.d is deleted entirely and replaced with the following:

"send its offer only to the specified Bid Receiving Unit of Public Works and Government Service Canada (PWGSC) in the RFSO or to the specified address in the RFSO."

- subsection 2.e is deleted entirely and replaced with the following:

"ensure that the Offeror's name, return address and procurement business number, RFSO number, and RFSO closing date and time are clearly visible on the offer; and"

- Section 6, entitled Late offers, is deleted entirely and replaced with the following:

"PWGSC will return offers delivered after the stipulated RFSO closing date and time, unless they qualify as a delayed offer as described in the section entitled Delayed offers. For offers submitted using means other than Canada Post Corporation's epost Connect service, the physical offer will be returned. For offers submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late offer will be deleted."

- Section 07, entitled Delayed offers, is amended as follows:

- Subsection 1 is amended to add the following piece of evidence:

"d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity;"

- Section 8, entitled Transmission by facsimile, is deleted entirely and replaced with the following section:

"Transmission by facsimile or by epost Connect

1. Facsimile

- Unless specified otherwise in the RFSO, offers may be submitted by facsimile. The only acceptable facsimile number for responses to RFSOs issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the RFSO. The facsimile number for responses to RFSOs issued by PWGSC regional offices is identified in the RFSOs.
- For offers transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed offer including, but not limited to, the following:
  - receipt of garbled or incomplete offer;
  - availability or condition of the receiving facsimile equipment;
  - incompatibility between the sending and receiving equipment;
  - delay in transmission or receipt of the offer;
  - failure of the Offeror to properly identify the offer;
  - illegibility of an offer; or
  - security of offer data.
- An Offer transmitted by facsimile constitutes the formal offer of the Offeror and must be submitted in accordance with the section entitled Submission of offers.

2. ePost Connect

- Unless specified otherwise in the RFSO, offers may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a))

- b. To submit an offer using epost Connect service, the Offeror must either:
- i. send directly its offer only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
  - ii. send as early as possible, and in any case, at least six business days prior to the RFSO closing date and time, an email that includes the RFSO number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Offeror is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Offeror to transmit its offer. The conversation will create an email notification from Canada Post Corporation prompting the Offeror to access the message within the conversation, and the Offeror can reply to the email notification by transmitting its offer.
- d. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the epost Connect conversation open until at least 30 business days after RFSO closing date and time.
- e. The email address of PWGSC Bid Receiving Unit in Headquarters is:  
[TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca).  
The RFSO number must be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should an offeror not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the RFSO in order to register for the epost Connect service.
- g. For offers transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:
- i. receipt of a garbled or incomplete offer;
  - ii. availability or condition of the epost Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the offer;
  - v. failure of the Offeror to properly identify the offer;
  - vi. illegibility of the offer;
  - vii. security of offer data; or
  - viii. inability to create an electronic conversation through the epost Connect service.
- h. An offer transmitted by epost Connect service constitutes the formal offer of the Offeror and must be submitted in accordance with the section entitled Submission of offers."

## 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

## 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension?

YES ( ) NO ( )

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

**YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

### **2.4 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than 15 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### **2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

### **2.6 Basis for Canada's Ownership of Intellectual Property**

Statistics Canada Agency has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts, the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions and as amended in Part 2 - Offeror Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Offerors must provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The offer must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications  
Section IV: Additional Information

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (3 hard copies)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 hard copy)  
Section IV: Additional Information (1 hard copy)

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

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted."

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

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, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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 colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

#### Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex E, Electronic Payment Instruments, to identify which ones are accepted.

If Annex E, Electronic Payment Instruments, is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

## **Section III: Certifications**

Offerors must submit the certifications and additional information required under Part 5.

## **Section IV: Additional Information**

### **3.1.2 Offeror's Proposed Sites or Premises Requiring Safeguarding Measures**

- 3.1.2.1** As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

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

- 3.1.2.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

## ATTACHMENT 1 to PART 3, PRICING SCHEDULE

The Offeror should complete this pricing schedule and include it in its financial offer. As a minimum, the Offeror must respond to this pricing schedule by inserting in its financial offer for each of the periods identified below the firm rate per hour, all inclusive (in Cnd \$), for each of the resource categories identified.

The inclusion of volumetric data in this document does not represent a commitment on the part of Canada that its future use of the services described in the Request for Proposal will be consistent with this data.

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.justice.gc.ca/eng/acts/N-4/>;
- b. travel between the successful bidder's place of business and the NCR; and
- c. the relocation of resources 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.

	PERIOD AND SERVICES	Firm all-inclusive hourly rate for teachers' services (In CAN \$)	Level of Services, per year, per resulting offeror (Estimated)	Total (In CAN \$)
		A	B	C = A x B
<b>1</b>	<b>Initial Period</b>			
<b>A)</b>	<b>Provide training in French as a second language</b>			
1	Full-time group training	/ hours	3 430 hours	
2	Part-time group training (3 sessions per fiscal year)	/ hours	3 200 hours	
3	Part-time group training (summer session)	/ hours	500 hours	
4	Individual courses	/ hours	800 hours	
5	Second Language Evaluation preparation workshops	/ hours	250 hours	
6	Teacher-led self-learning	/ hours	2 hours	
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/ hours	170 hours	
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/ hours	50 hours	
<b>C)</b>	<b>Provide related services</b>			
1	Develop or adapt language training courses, learning materials or programs	/ hours	50 hours	
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/ hours	50 hours	

3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/ hours	60 hours	
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/ hours	50 hours	
<b>Total Initial Period:</b>				
<b>2</b>	<b>Option Period-Year One</b>			
<b>A)</b>	<b>Provide training in French as a second language</b>			
1	Full-time group training	/ hours	3 430 hours	
2	Part-time group training (3 sessions per fiscal year)	/ hours	3 200 hours	
3	Part-time group training (summer session)	/ hours	500 hours	
4	Individual courses	/ hours	800 hours	
5	Second Language Evaluation preparation workshops	/ hours	250 hours	
6	Teacher-led self-learning	/ hours	2 hours	
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/ hours	170 hours	
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/ hours	50 hours	
<b>C)</b>	<b>Provide related services</b>			
1	Develop or adapt language training courses, learning materials or programs	/ hours	50 hours	
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/ hours	50 hours	
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/ hours	60 hours	
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/ hours	50 hours	
<b>Total Option Period-Year One:</b>				
<b>3</b>	<b>Option Period-Year Two</b>			
<b>A)</b>	<b>Provide training in French as a second language</b>			
1	Full-time group training	/ hours	3 430 hours	
2	Part-time group training (3 sessions per fiscal year)	/ hours	3 200 hours	
3	Part-time group training (summer session)	/ hours	500 hours	
4	Individual courses	/ hours	800 hours	
5	Second Language Evaluation preparation workshops	/ hours	250 hours	
6	Teacher-led self-learning	/ hours	2 hours	
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/ hours	170 hours	

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File No. - N° du dossier  
520zf 45045-170020

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520ZF  
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<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/ hours	50 hours	
<b>C)</b>	<b>Provide related services</b>			
1	Develop or adapt language training courses, learning materials or programs	/ hours	50 hours	
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/ hours	50 hours	
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/ hours	60 hours	
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/ hours	50 hours	
<b>Total Option Period-Year Two:</b>				
<b>4</b>	<b>Option Period-Year three</b>			
<b>A)</b>	<b>Provide training in French as a second language</b>			
1	Full-time group training	/ hours	3 430 hours	
2	Part-time group training (3 sessions per fiscal year)	/ hours	3 200 hours	
3	Part-time group training (summer session)	/ hours	500 hours	
4	Individual courses	/ hours	800 hours	
5	Second Language Evaluation preparation workshops	/ hours	250 hours	
6	Teacher-led self-learning	/ hours	2 hours	
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/ hours	170 hours	
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/ hours	50 hours	
<b>C)</b>	<b>Provide related services</b>			
1	Develop or adapt language training courses, learning materials or programs	/ hours	50 hours	
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/ hours	50 hours	
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/ hours	60 hours	
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/ hours	50 hours	
<b>Total Option Period-Year Three:</b>				
<b>5</b>	<b>Option Period-Year Four</b>			
<b>A)</b>	<b>Provide training in French as a second language</b>			
1	Full-time group training	/ hours	3 430 hours	

2	Part-time group training (3 sessions per fiscal year)	/ hours	3 200 hours	
3	Part-time group training (summer session)	/ hours	500 hours	
4	Individual courses	/ hours	800 hours	
5	Second Language Evaluation preparation workshops	/ hours	250 hours	
6	Teacher-led self-learning	/ hours	2 hours	
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/ hours	170 hours	
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/ hours	50 hours	
<b>C)</b>	<b>Provide related services</b>			
1	Develop or adapt language training courses, learning materials or programs	/ hours	50 hours	
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/ hours	50 hours	
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/ hours	60 hours	
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/ hours	50 hours	
<b>Total Option Period-Year Four:</b>				
<b>6</b>	<b>Option Period-Year Five</b>			
<b>A)</b>	<b>Provide training in French as a second language</b>			
1	Full-time group training	/ hours	3 430 hours	
2	Part-time group training (3 sessions per fiscal year)	/ hours	3 200 hours	
3	Part-time group training (summer session)	/ hours	500 hours	
4	Individual courses	/ hours	800 hours	
5	Second Language Evaluation preparation workshops	/ hours	250 hours	
6	Teacher-led self-learning	/ hours	2 hours	
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/ hours	170 hours	
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/ hours	50 hours	
<b>C)</b>	<b>Provide related services</b>			
1	Develop or adapt language training courses, learning materials or programs	/ hours	50 hours	
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/ hours	50 hours	
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/ hours	60 hours	

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4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/ hours	50 hours	
	<b>Total Option Period-Year Five:</b>			
	<b>ESTIMATED TOTAL (except for the HST)</b>  <b>(i.e., sum of: Total Initial Period + Total Option Period-Year One + Total Option Period-Year Two + Total Option Period-Year Three + Total Option Period-Year Four + Total Option Period-Year Five)</b>			

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **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**

##### **4.1.2.1 SACC Manual Clause – M0220T (2016-01-28), Evaluation of price**

### **4.2 Basis of Selection**

#### **4.2.1 SACC Manual Clause – M0035T (2007-05-25), Lowest Evaluated Price Per Point**

##### **1. To be declared responsive, an offer must:**

- a. comply with all the requirements of the Request for Standing Offers;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum points specified in Attachment 1 to Part 4 for the point rated technical criteria.
- 2. Offers not meeting requirement 4.2.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted.
  - 3. The evaluated price per point of a responsive bid will be determined by dividing its evaluated price by the overall score it obtained for all the point rated technical criteria detailed in Attachment 1 to Part 4.
  - 4. The responsive bids will be ranked in ascending order of evaluated prices per point; the responsive bid with the lowest evaluated price per point being ranked first. Of the highest ranked responsive bids in ascending order of evaluated prices per point, up to five (5) will be recommended for award of a Standing Offer. In the event two or more responsive bids have the same lowest evaluated price per point, these bids will be ranked in descending order of the overall scores obtained for all the technical evaluation criteria subject to point rating detailed in Attachment 1 to Part 4; the responsive bid obtaining the highest overall score being ranked the highest.

## ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

### Mandatory technical criteria (MTC)

#### 1. Mandatory technical criteria

The offer must meet the mandatory technical criteria below. The Offeror must provide the necessary documentation to support compliance with this requirement. Each mandatory criterion must be addressed separately.

Mandatory technical criteria (MTC)	
For the purpose of the mandatory technical criteria specified below, the offeror's experience will be considered.	
Offeror's Capacity	Description of mandatory technical criteria and offer preparation instructions
<b>MTC 1 – Offeror's experience</b>	<p>The Offeror must demonstrate that since April 1, 2013, he or she has acquired at least 10,000 hours of experience teaching French as a second language to groups of at least four adult students at the beginner, intermediate, and/or advanced levels using the Canada School of Public Service's "Programme de français langue seconde" (PFL2 – A, B and C) <u>or</u> any other relevant communication-based French-as-a-second-language program.</p> <p>The Offeror must provide the following information for each training project to illustrate that the experience meets the requirements set out in MTC 1:</p> <ol style="list-style-type: none"> <li>I. The period over which the experience in teaching French as a second language was acquired, expressed in the following format: from (month/year) to (month/year);</li> <li>II. The number of training hours acquired during the specified period;</li> <li>III. The level or levels taught;</li> <li>IV. The name of the client (department) for whom classroom training was rendered;</li> <li>V. The current title, address, phone number and email address of the client's delegated representative who would be able to confirm the information provided by the Offeror;</li> <li>VI. The name of the material or program used.</li> </ol>
Experience of the offeror's proposed resources	Description of mandatory technical criteria and offer preparation instructions
<b>MTC 2 - Proposed Teacher's Education</b>	<p>The Offeror must provide the names of five (5) teachers who will be available to teach on Statistics Canada's premises for the duration of the Standing offer.</p> <p><b>If more than five (5) teachers are proposed, only the first five presented in the offer will be evaluated.</b></p> <p>The Offeror must demonstrate that each teacher proposed under MTC 2 holds a Bachelor of Arts (B.A.) degree from a recognized university or equivalent (as established by a recognized academic credential assessment organization, if the diploma was earned outside Canada) in one of the following fields: education, linguistics, journalism, translation, history, political science, social sciences, theology, psychology, communications, anthropology, sociology, philosophy, or</p>

	<p>literature.</p> <p>The list of recognized academic credential assessment organizations can be found on the Canadian Information Centre for International Credentials website at <a href="https://www.cicic.ca/2/home.canada">https://www.cicic.ca/2/home.canada</a>.</p> <p>The offer must include a copy of each teacher's diploma.</p>
<b>MTC 3 – Proposed teachers' Experience</b>	<p>The Offeror must demonstrate that since April 1, 2013, each teacher proposed under MTC 3 has acquired at least <b>2,000</b> hours of experience teaching French as a second language to groups of at least four adult students at the beginner, intermediate, and/or advanced levels using the "Programme de français langue seconde" (PFL2 – A, B and C) <b>or any other relevant communication-based French-as-a-second-language program.</b></p> <p>The Offeror must provide the following information for each training project to illustrate that the experience meets the requirements:</p> <ol style="list-style-type: none"> <li>I. The period over which experience was acquired teaching French as a second language to adults at the beginner, intermediate, or advanced levels using traditional teaching methods, expressed in the following format: from (month/year) to (month/year);</li> <li>II. The number of traditional training and hours dispensed by the teacher during the specified period;</li> <li>III. The name and description of the program and material used;</li> <li>IV. The level or levels taught;</li> <li>V. The name of the client for whom training services were rendered;</li> <li>VI. The name and current title, address, phone number and email address of the client's delegated representative who would be able to confirm the information provided by the Offeror.</li> </ol>

## Point-Rated Technical Criteria (PTC)

### 2. Point-Rated Technical Criteria

Offers that meet all the mandatory technical criteria will be evaluated and rated as per the indications in the tables below.

Offers that do not obtain the minimum number of points required will be considered non-compliant and will be removed from the Standing offer process. Each point-rated technical criterion must be evaluated separately.

Point-rated technical criteria	Offer preparation instructions	Point allocation
<b>PRTC 1. Offeror's experience</b>		
<b>PRTC 1.1 - Experience, since April 1, 2013, teaching French as a second language</b> to groups of at least four adult students at the beginner, intermediate, and/or advanced levels using the Canada School of Public Service's "Programme de français langue seconde" (PFL2 – A, B and C) <b>or</b> from any other relevant	<p>The Offeror shall provide the following information for each training project for which the acquired experience meets the criterion:</p> <ol style="list-style-type: none"> <li>1. Name of the client to whom the teaching was provided;</li> <li>2. Name, title, address, phone</li> </ol>	<p>Points will be awarded as follows for the cumulative total of the Offeror's demonstrated experience:</p> <ol style="list-style-type: none"> <li>1) More than 10,000 to 12,000 hours of teaching</li> <li><b>20 points</b></li> <li>2) More than 12,000 to 15,000 hours</li> </ol>

communication-based French-as-a-second-language program.	<p>number and current email address of the delegated representative who can confirm the information provided by the Offeror;</p> <p>3. Period during which training services were provided, expressed in the following format: from (month/year) to (month/year);</p> <p>4. Number of teaching hours;</p> <p>5. The level or levels taught;</p> <p>6. Name of the material and/or program used.</p>	<p>of teaching</p> <p><b>25 points</b></p> <p>3) More than 15,000 hours of teaching</p> <p><b>30 points</b></p> <p><b><u>AND</u></b></p> <p>4) At least 600 hours of tele-training:</p> <p><b>25 points</b></p> <p><b>Maximum: 55 points</b></p>
<p><b>PRTC 1.2 - Experience, since April 1, 2013, teaching the International Phonetic Alphabet (IPA)</b></p> <p>The IPA is used in the courses when learners need to work on the phonetic and/or phonological system.</p>	<p>The Offeror shall provide the following information for all training projects for which the acquired experience meets the criterion:</p> <p>1. Name of the client to whom the teaching was provided;</p> <p>2. Name, title, address, phone number and current email address of the delegated representative who can confirm the information provided by the Offeror;</p> <p>3. Number of teaching hours;</p> <p>4. The level or levels taught;</p> <p>5. Name of the phonetic equipment used.</p>	<p>Points will be awarded as follows for the cumulative total of the Offeror's demonstrated experience:</p> <p>1) 300 to 800 hours of teaching:</p> <p><b>10 points</b></p> <p>2) More than 800 to 1,200 hours of teaching:</p> <p><b>15 points</b></p> <p>3) More than 1,200 hours of teaching:</p> <p><b>25 points</b></p> <p><b>Maximum: 25 points</b></p>

Point-Rated Technical Criteria	Maximum points
<b>PRTC 2. UNDERSTANDING THE REQUIREMENTS</b>	
<p><b>The following rating scale will be used to assess the criteria PRTC 2.1 to PRTC 2.7.</b></p> <p style="text-align: center;"><b>Scoring</b></p> <p><b>Description</b></p> <p style="text-align: center;">100 points</p> <p>Exceeds the requirements or has demonstrated a complete understanding of the requirements; clear recognition of all the key elements and problems, exceeds the evaluated area.</p> <p style="text-align: center;">75 points</p> <p>Very good overall understanding; good understanding of some areas of minor importance; recognition of most key elements and problems, responds very well to the requirements of the evaluated area.</p> <p style="text-align: center;">50 points</p> <p>Fair overall understanding and/or insufficient response to demonstrate that the offer meets the requirements of the area being evaluated; missing many points in certain major areas; limited average understanding of key elements and problems.</p>	

<p>25 points</p> <p>Weak and superficial understanding and/or insufficient response to demonstrate that the offer meets the requirements of the area being evaluated; missing many major areas; poor understanding of key elements and problems.</p> <p>0 points</p> <p>No understanding of the requirements demonstrated and/or response that fails to meet the requirements of the area being evaluated.</p>	
<p><b>PRTC 2.1</b></p> <p>The Offeror must demonstrate an understanding of the Public Service Commission of Canada's <b>Second Language Evaluation (SLE) testing requirements</b> in relation to teaching French as a second language. At a minimum, the Offeror must:</p> <ul style="list-style-type: none"> <li>• demonstrate how his expertise in teaching French as a second language in the federal government is aligned with the Public Service Commission of Canada's Second Language Evaluation (SLE) testing requirements.</li> <li>• explain how it will ensure that the teachers meet the same criteria (knowledge of SLE test requirements and lessons tied to the requirements) and facilitate students' learning and knowledge transfer.</li> </ul>	<p><b>Maximum: 15 points</b></p> <p><b>Maximum: 7,5 points per question</b></p>
<p><b>PRTC 2.2</b></p> <p>The Offeror must describe how his organizational structure supports the delivery of training services. At a minimum, the Offeror must:</p> <ul style="list-style-type: none"> <li>• define the roles and responsibilities within its organization and how it will do its best to support Statistics Canada;</li> <li>• describe the importance in finding solutions in collaboration with Statistics Canada.</li> </ul>	<p><b>Maximum: 10 points</b></p> <p><b>Maximum: 5 points per question</b></p>
<p><b>PRTC 2.3</b></p> <p>The Offeror must demonstrate his understanding of trends related to language training in the public service of Canada. At a minimum, the Offeror must:</p> <ul style="list-style-type: none"> <li>• describe three (3) trends related to language training in the public service and their impact on learning.</li> </ul>	<p><b>Maximum: 15 points</b></p> <p><b>Maximum: 5 points per trend</b></p>
<p><b>PRTC 2.4</b></p> <p>The Offeror must demonstrate how it will ensure that teachers are retained. At a minimum, the Offeror must:</p> <ul style="list-style-type: none"> <li>• describe the approach it will adopt to retain teachers;</li> <li>• describe how it will maintain service in order to obtain additional teachers and substitute teachers whose experience and quality of service meet Statistics Canada's requirements.</li> </ul>	<p><b>Maximum: 12 points</b></p> <p><b>Maximum : 6 points per question</b></p>
<p><b>PRTC 2.5</b></p> <p>The Offeror must demonstrate its understanding of the importance of language retention after formal training, considering the significant costs invested in language training for public servants. At a minimum, the Offeror must:</p> <ul style="list-style-type: none"> <li>• provide four (4) different ways to explain how employees can maintain their language skills after receiving training.</li> </ul>	<p><b>Maximum: 10 points</b></p> <p><b>Maximum : 2,5 points per explanation</b></p>

<p><b>PRTC 2.6</b></p> <p>The Offeror must demonstrate its understanding of the possible issues related to the achievement of Level C oral. At a minimum, the Offeror must:</p> <ul style="list-style-type: none"> <li>describe two (2) issues that affect the achievement of Level C oral;</li> <li>propose two (2) detailed recommendations/solutions for each issue mentioned;</li> <li>describe the approach to be taken by the Bidder to enhance the overall effectiveness of the language-training program.</li> </ul>	<p><b>Maximum: 20 points</b></p> <p><b>Maximum : 2,5 points per issue and per recommendation</b></p> <p><b>Maximum : 10 points for the approach</b></p>
<p><b>PRTC 2.7</b></p> <p>The Offeror must demonstrate an understanding of possible problems or issues related to the <u>non-progress</u> of employees with learning difficulties who are appointed to a non-imperative bilingual position (Statutory employees). At a minimum, the Offeror must:</p> <ul style="list-style-type: none"> <li>describe two (2) effects that non-imperatively appointed employees will have on the class and the agency;</li> <li>describe how it will ensure that these employees continue their training and reach their objectives within the time limits;</li> <li>describe the approach to be taken by the Bidder to help students reach their goals in a timely manner.</li> </ul> <p>Note: The above-mentioned objectives are the language levels required for their position.</p>	<p><b>Maximum: 20 points</b></p> <p><b>Maximum : 2,5 points per effect</b></p> <p><b>Maximum : 5 points for the second bullet</b></p> <p><b>Maximum : 10 points for the approach</b></p>

Point-Rated Technical Criteria	Maximum points												
<b>PRTC 3. APPROACH AND METHODOLOGY</b>													
<p><b>The following rating scale will be used to assess the criteria PRTC 3.1 to PRTC 3.3.</b></p> <table border="0"> <thead> <tr> <th data-bbox="196 1207 730 1249">Description</th><th data-bbox="730 1207 893 1249">Scoring</th></tr> </thead> <tbody> <tr> <td data-bbox="196 1270 730 1333">Rigorous approach and methodology that meet the requirements of all evaluated areas.</td><td data-bbox="730 1270 893 1333">100 points</td></tr> <tr> <td data-bbox="196 1354 730 1438">Good approach and methodology; missing only some minor areas. Meets the requirements of the evaluated areas very well.</td><td data-bbox="730 1354 893 1438">75 points</td></tr> <tr> <td data-bbox="196 1459 730 1543">Adequate approach and methodology; missing many points including major areas. Just meets the requirements of the evaluated areas.</td><td data-bbox="730 1459 893 1543">50 points</td></tr> <tr> <td data-bbox="196 1564 730 1648">Poor approach and methodology; missing some major areas. Does not meet the requirements of the evaluated areas.</td><td data-bbox="730 1564 893 1648">25 points</td></tr> <tr> <td data-bbox="196 1669 730 1732">The offer fails to demonstrate the approach and methodology.</td><td data-bbox="730 1669 893 1732">0 points</td></tr> </tbody> </table> <p>For the purposes of evaluating PRTC 3, all creative ideas or innovations related to the services required in Appendix A of section 7.0 of the offer which the Offeror believes enhance the value, usefulness and cost-effectiveness of the offer should be presented.</p>		Description	Scoring	Rigorous approach and methodology that meet the requirements of all evaluated areas.	100 points	Good approach and methodology; missing only some minor areas. Meets the requirements of the evaluated areas very well.	75 points	Adequate approach and methodology; missing many points including major areas. Just meets the requirements of the evaluated areas.	50 points	Poor approach and methodology; missing some major areas. Does not meet the requirements of the evaluated areas.	25 points	The offer fails to demonstrate the approach and methodology.	0 points
Description	Scoring												
Rigorous approach and methodology that meet the requirements of all evaluated areas.	100 points												
Good approach and methodology; missing only some minor areas. Meets the requirements of the evaluated areas very well.	75 points												
Adequate approach and methodology; missing many points including major areas. Just meets the requirements of the evaluated areas.	50 points												
Poor approach and methodology; missing some major areas. Does not meet the requirements of the evaluated areas.	25 points												
The offer fails to demonstrate the approach and methodology.	0 points												

<p><b>PRTC 3.1</b></p> <p>The Offeror must describe the approach and methodology that it will adopt to administer and draft different tests (formative and summative). At a minimum, the Offeror must:</p> <ul style="list-style-type: none"> <li>• provide the pedagogical details on how to write clear progress reports;</li> <li>• provide details on what progress reports include and how they are used.</li> </ul>	<p><b>Maximum: 40 points</b></p> <p><b>Maximum : 20 points per question</b></p>
<p><b>PRTC 3.2</b></p> <p>The Offeror must clearly explain how it to gives feedback to a learner. At a minimum, the Offeror must:</p> <ul style="list-style-type: none"> <li>• describe a systematic and comprehensive approach to giving feedback;</li> <li>• provide criteria needed to give feedback.</li> </ul>	<p><b>Maximum: 60 points</b></p> <p><b>Maximum: 30 points per question</b></p>

Point-rated technical criterion	Offer preparation instructions	Point allocation
<b>PRTC 4. EXPERIENCE OF THE TEACHERS PROPOSED BY THE OFFEROR</b>		
<p><b>PRTC 4.1- Experience, since April 1, 2013, for each teacher proposed in MTC 4, teaching French as a second language to groups of at least four adult students at the beginner, intermediate and advanced levels.</b></p>	<p>For each proposed teacher, the Offeror must provide the following information for all training hours for which the teachers' experience meets the criteria:</p> <ol style="list-style-type: none"> <li>1. The number of teaching hours;</li> <li>2. The level or levels taught;</li> <li>3. Name of the client to whom the teaching was provided;</li> <li>4. Name, title, address, phone number and current email address of the delegated representative who can confirm the information provided by the Offeror;</li> <li>5. Period during which the teaching services were provided, expressed in the following format: from (month/year) to (month/year).</li> </ol>	<p>Points will be awarded as follows for the cumulative total of the Offeror's demonstrated experience:</p> <p>1) More than 2,000 to 2,600 hours: <b>5 points</b></p> <p>2) More than 2,600 to 3,000 hours: <b>8 points</b></p> <p>3) More than 3,000 hours: <b>12 points</b></p> <p><b>Maximum points for the criterion (for the five (5) teachers): 60 points</b></p>
<p><b>PRTC 4.2 - Experience, since April 1, 2013, for each teacher proposed in MTC 4, teaching French as a second language using the Programme de français langue seconde (PFL<sub>2</sub> - A, B and C) - Levels A, B, and /or C, <u>or</u> any other relevant communication-based French-as-a-second language program.</b></p>	<p>The Offeror must provide the following information for all training projects for which the teachers' experience meets the criteria:</p> <ol style="list-style-type: none"> <li>1. Name of the client to whom the teaching was provided;</li> <li>2. Name, title, address, phone number and current email address of the delegated representative who</li> </ol>	<p>Points will be awarded as follows for the cumulative total of the Offeror's demonstrated experience:</p> <p>1) Teaching for level B: <b>10 points</b></p> <p>2) Teaching for levels B and C: <b>20 points</b></p>

	<p>can confirm the information provided by the Offeror;</p> <p>3. Period during which training services were provided, expressed in the following format: from (month/year) to (month/year);</p> <p>4. The number of teaching hours;</p> <p>5. The name of the materials used.</p>	<p><b>Maximum points for the criterion (for the five (5) teachers): 100 points</b></p>
<p><b>PRTC 4.3- Experience, since April 1, 2013, for at least one teacher proposed in MTC 4, teaching the International Phonetic Alphabet (IPA).</b></p>	<p>The Offeror must provide the following information for all training projects for which the teachers' experience meets the criteria:</p> <p>1. Name of the client to whom the teaching was provided;</p> <p>2. Name, title, address, phone number and current email address of the designated representative who can confirm the information provided by the Offeror;</p> <p>3. Period during which the training services were provided, expressed in the following format: from (month/year) to (month/year);</p> <p>4. The name of the materials used;</p> <p>5. The number of teaching hours.</p>	<p>Points will be awarded as follows for the cumulative total of the Offeror's demonstrated experience:</p> <p>1) 550 to 800 hours: <b>2.5 points</b></p> <p>2) More than 800 to 1,050 hours: <b>4 points</b></p> <p>3) More than 1,050 hours: <b>5.5 points</b></p> <p><b>Maximum points for the criterion (for the five (5) teachers): 27.5 points</b></p>

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare an offeror in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the Standing Offer period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Standing Offer.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### **5.1.2 Additional Certifications Required with the Offer**

The required additional certifications are included in Attachment 1 to Part 5, Additional Certifications Precedent to Issuance of a Standing Offer.

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## ATTACHMENT 1 to PART 5

### CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER

#### Certification precedent to the issuance of a standing offer and additional information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer non-responsive.

#### 1. Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

Canada will also have the right to terminate the Call-up for default if a Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Standing Offer.

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

#### 2. Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

Solicitation No. - N° de l'invitation  
45045-170020/A  
Client Ref. No. - N° de réf. du client  
45045-170020

Amd. No. - N° de la modif.  
File No. - N° du dossier  
520zf 45045-170020

Buyer ID - Id de l'acheteur  
520ZF  
CCC No./N° CCC - FMS No./N° VME

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### **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 Standing Offer.

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## PART 6 – SECURITY REQUIREMENTS

### 6.1 Security Requirements

#### 6.1.1 Before issuance of a standing offer, the following conditions must be met:

- a) The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- b) The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
- c) The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- e) The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. Industrial Security Manual (Latest Edition).

#### 6.1.2 Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

#### 6.1.3 For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

##### 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

#### 7.2 Security Requirements

##### 7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

#### 7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

### **7.3.1 General Conditions**

**2005** (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under Standing Offers resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the following reporting requirements. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

(If an alternate reporting period is used, delete the quarterly periods stated below and define the alternate reporting period.)

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the award of the Standing Offer to March 31, 2019 inclusive.

### **7.4.2 Extension of Standing Offer**

The Contractor grants to Canada the irrevocable option to extend the term of the Standing Offer by up to five (5) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Standing Offer, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Standing Offer. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **7.4.3 Option to Extend - Transition Period**

The Contractor acknowledges that the nature of the services provided under the Standing Offer requires continuity and that a transition period may be required at the end of the Standing Offer. The Contractor agrees that Canada may, at its discretion, extend the Standing Offer by up to two (2) periods of up to six (6) months each, under the same conditions, to ensure the required transition. The Contractor agrees that, during the extended period of the Standing Offer, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment. The Contracting Authority will advise the Contractor of the

extension by sending a written notice to the Contractor at least ten (10) calendar days before the Standing Offer expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

#### **7.4.4 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

### **7.5 Authorities**

#### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: **Véronique Gravelle**  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Professional Services Procurement Directorate  
Address: 10 Wellington, Gatineau, Quebec, K1A 0S5  
Telephone: 613-720-9519  
E-mail address: **veronique.gravelle@tpsgc-pwgsc.gc.ca**

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### **7.5.2 Project Authority**

*The Project Authority for the Standing Offer is: (will be identified in the related Standing Offers)*

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Standing Offer.

#### **7.5.3 Contractor's Representative**

*The name of the Contractor's Representative is: (will be identified in the resulting Standing Offer)*

### **7.6 Proactive Disclosure of Contracts with Former Public Servants**

SACC **A3025C** (2013-03-21), Proactive Disclosure of Contracts with Former Public Servants

### **7.7 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Statistics Canada Agency.

### **7.8 Call-up Procedures**

Qualified Offeror will be placed on a list managed by the Project Authority. As requirements are identified, the identified user will contact Contractors on a rotational basis to ensure a more or less equal distribution of the work.

Once contacted, the first Offeror will be given one (1) day to accept the work as described within the email request. The offeror may accept the work per the terms of the email request, or the offeror may decline to complete the work. The requirement will be offered to the next one in case of refusal or lack of response within the designated time frame. Then the next requirement issued by the identified user will be offered to the offeror next on the list in the same fashion. This process is repeated until the list of offerors is exhausted, after which the process is started once more from the top of the list of SO holders.

An Offeror will not be penalized for declining the work proposed by a given email request.

## **7.9 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form 942 PWGSC-TPSGC, Call-up against a Standing Offer.

1. Call-ups must originate from the users identified in the standing offers. It must be a good or service or a combination of goods and services included in the standing offer, at the prices and terms specified.

2. The following form is available on the website [Forms Catalog](#):

- PWGSC-TPSGC 942 Call-up against a Standing Offer

## **7.10 Limitation of Call-ups**

The Work will be authorized or confirmed by the Identified User (s) using form PWGSC-TPSGC 942, Call-up against a Standing Offer.

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (Applicable Taxes included).

## **7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 30 calendar days before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **7.12 Priority of Documents**

If there is a discrepancy between the wordings 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.

The call up against the Standing Offer, including any annexes:

- a) the articles of the Standing Offer;
- b) 2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List;
- f) Annex D, Electronic Payment Instrument
- g) Annex E, Federal Contractors Program for Employment Equity

- h) Annex E, Form 942 – Call-up  
i) the Offeror's offer dated \_\_\_\_\_

## **7.13 Certifications and Additional Information**

### **7.13.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting Standing Offer that would continue beyond the period of the SO.

### **7.13.2 SACC Manual clause M3020C (2016-01-28) Status of Availability of Resources - Standing Offer**

## **7.14 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2019 inclusive.

#### **7.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

### **7.4 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.

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

The Contractor will be paid in accordance with the Basis of Payment in Annex B for the work performed pursuant to the Standing Offer.

#### **7.5.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Standing Offer must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. 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 approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the Standing Offer expiry date, or
  - c. as soon as the Contractor considers that the Standing Offer funds provided are inadequate for the completion of the Work,whichever comes first.
3. 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.

#### **7.5.3 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.

#### **7.5.4 SACC Manual Clauses**

**A9117** (2007-11-30) T1204, Direct Request by Customer Department

#### **7.5.5 Electronic Payment of Invoices – Call-up**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only).

## **7.6 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
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.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## ANNEX A

### STATEMENT OF WORK

#### 1. Context

Federal institutions have a responsibility to ensure that employees appointed or transferred to a bilingual non-imperative position fulfil their commitment to become bilingual. Every institution must determine ways in which employees can meet the language requirements of their position.

To meet its obligations under the *Official Languages Act* and better fulfill its responsibility with respect to language training, Statistics Canada provides a French-as-a-second-language (FSL) training program at its Language Training Centre. This program, in which employees of Statistics Canada and other federal departments or agencies participate, can accommodate approximately 500 participants per session on a full-time or part-time training basis, or through teletraining for the regional offices.

Since part-time training is the main training method provided to employees to help them attain the required competency in their second official language, most of the Centre's students are registered in part-time courses. Full-time training may follow part-time training when an employee must meet the language requirements of his or her position within the time period prescribed by the Public Service Official Languages Exclusion Approval Order. On average, between 25 and 60 employees take full-time training in a fiscal year.

For the purposes of this *standing offer* Statistics Canada will be responsible for managing and administering the Language Training Program, which includes determining the training material needed, managing the course schedule, providing pedagogical follow-up, ensuring quality assurance and quality control of the instruction and services provided, and developing guidelines and directives with respect to program management.

#### 2. Services required (deliverables)

The required services, to be delivered at Statistics Canada's head office, are as follows:

##### 2.1 Provide French-as-a-second-language training on a full-time and/or part-time basis, in a private, semi-private or group setting

The purpose of this setting is to offer employees French courses as a second language in individual and/or group class, in part time, full time, on site and from remote area.

Courses are provided to employees on a full-time or part-time basis, in a private, semi-private or group setting, on site or remotely using the WebEx system. Included are general courses to help students achieve language levels B and C, as well as specialized course such as: second language evaluation (SLE) preparation workshops for levels B and C, and courses on pronunciation and familiarization with sounds specific to the French language.

A full-time group may include 4-7 employees, a part-time group 5-8 employees. Semi-private training may include 2-3 employees. In some cases, individual language training may be offered.

### 2.1.1 Full-time training requirements

Teachers assigned to full-time instruction must perform the following duties:

#### Planning courses

- Determine the short- and long-term training objectives;
- Develop lesson plans for the session;
- Develop weekly course outlines;
- Prepare activities based on the learning needs and styles of each student (oral, written, group activities, etc.);
- Develop a follow-up plan for students who are not progressing according to expectations and/or have learning disabilities

#### Administering courses and teaching

- Manage classes (activity sharing and management, student progress, attendance, conflict management, etc.);
- Maintain a class journal or logbook in order to track activities;
- Regularly assess activities and student progress (daily, weekly);
- Provide individual feedback to students after each activity;
- Prepare monthly progress reports, which must be customized, specific, measurable, achievable, and realistic to attain. They must also pertain to the objectives studied, must not be repetitive, and must include all the relevant information to monitor a student's progress and take action as necessary to implement a follow-up plan (class participation, attendance, motivation, work habit etc.).

#### Ensuring follow-up

- Report student attendance to the registrar's office (in the Language Training Centre) on a weekly basis;
- Inform the Training Centre pedagogical advisors of any issues with attendance, progress and/or conduct as soon as possible (within three days of becoming aware of the situation);
- Regularly assess activities and student progress (monthly).

All of these duties must be **performed** in accordance with the scope of the standing offer.

### 2.1.2 Part-time training requirements

Teacher's assigned part-time duties must perform the following:

#### Planning courses

- Determine the short-, medium- and long-term training objectives;
- Develop lesson plans for the session;
- Prepare activities based on the students' various needs (oral, written, group activities.);
- Develop a follow-up plan for students who are encountering difficulties in their learning.

#### Administering courses and teaching

- Teach courses and workshops;
- Manage classes (students, progress, conflicts, etc.);
- Maintain a class journal or logbook to track activities;
- Assess students' activities and progress;

- Provide feedback to students after each activity.

## Evaluating students and doing follow-ups

- Report student attendance to the registrar's office\* on a weekly basis;
- Prepare mid-session reports;
- Prepare reports to evaluate students in order to assess students' strengths and weaknesses (placement tests, language knowledge tests, progress tests, detailed evaluations, evaluation grid and related reports);
- Administer mid-session or end-of-session tests, or as needed.

## 2.2 Administer placement tests for full-time and part-time training

The teachers responsible for the placement tests must meet with students before the start of their language training (usually for each session, but this varies from one student to another) to determine the recommended course level for each student. These language placement tests include an evaluation of one to three Second language Evaluation (SLE) competencies, depending on requirements. Evaluations take 30 minutes for part-time and full-time training. Once the tests are completed, teachers must complete the appropriate Statistics Canada forms (see the Placement Interview Form in Appendix A.2) and submit them to the registrar office within two business days.

## 2.3 Planning and preparation time

For each 35 hours or more taught per week teachers will be paid for one extra hour/week (four hours/month) for lesson planning and learners' reports. This hour will be added to the number of hours taught.

For 35 hours or less per week less than taught, teachers will be paid for half an hour/ week (2 hours/month) for lesson planning and learners' reports. This hour will be added to the number of hours taught.

It should be noted that the extra time for planning will be completed in the premises of Statistics Canada's Training Centre of

## 2.4 Provide related services

At the request of the Project Authority, the Offeror shall perform the following duties, which will be established and arranged by the Language Training Centre staff, based on needs:

- Develop or adapt training material, learning material or programs;
- Develop or adapt material to evaluate student progress and program tools;
- Administer language knowledge tests, progress tests and detailed evaluations, and provide related reports, as needed;
- Assess students' strengths and weaknesses using various tests;
- Develop tools or offer solutions for maintaining language skills.

## SUMMARY OF SERVICES REQUIRED

Service	Approximate number of students	Approximate number per session	Approximate number of hours per session per group or individually
A) Provide French-as-a-second-language training			

1. Full-time group training	2 to 6	6 to 9 groups	430
2. Part-time group training, including teletraining (three sessions per fiscal year)	5 to 8	30 to 40 groups	70
3. Part-time group training, including teletraining (summer session)	5 to 8	14 to 20 groups	60
4. Second Language Evaluation (SLE) preparation workshops, including teletraining	5 to 8	10 to 20 groups	15 or 30
5. Individual training	0 à 6	N/A	25 hours per person
<b>Bi) Administer placement tests (three sessions per fiscal year)</b>	one on one	109 tests	82
<b>Bii) Administer placement tests (summer session)</b>	one on one	70 tests	53
<b>2. 4 Provide related services</b>			
1. Develop or adapt training material, learning material or programs;	<b>240 hours</b>		
2. Develop or adapt material to evaluate student progress and program tools;	<b>240 hours</b>		
3. Administer language knowledge tests, progress tests and detailed evaluations, and provide related reports, as needed;	<b>240 hours</b>		
4. Assess students' strengths and weaknesses using various tests;	<b>240 hours</b>		
5. Develop tools or offer solutions for maintaining language skills.	<b>240 hours</b>		

Note: The figures shown in this table are approximate and are based on historical data on language training provided at Statistics Canada and/or current language training needs.

### 3.0 Parameters

#### 3.1 Full-time training

Statistics Canada offers a full-time training program for employees appointed to bilingual non-imperative positions to help them to attain level B or C. The length of each course is determined by the Statistics Canada Pedagogical Advisor.

The full-time group courses begin the first week of April, September or January and end according to the established schedule. In general, courses continue during the summer months. The Language Training Centre reserves the right to modify its schedule and the number of the classes to adapt to the changing requirements of the organization.

#### Training days and times

Training is provided between 8:00 a.m. to 4:30 p.m., Monday through Friday, and must not be given on federal statutory holidays. The following dates are **designated holidays** for federal employees:

- a) New Year's Day (January 1)
- b) Good Friday
- c) Easter Monday
- d) Victoria Day (Patriot day in Quebec)

- e) The Saint-Jean Baptiste Day (June 24, only for public servants working in Quebec)
- f) Canada Day (July 1)
- g) Provincial civic holiday (first Monday in August for services provided in Ontario, Manitoba, Saskatchewan, British Columbia, New Brunswick, Nunavut, Northwest Territories, Alberta, Nova Scotia, and Prince Edward Island; third Monday in August for Yukon; date determined each year in Newfoundland and Labrador)
- h) Labour Day (first Monday in September)
- i) Thanksgiving (second Monday in October)
- j) Remembrance Day (November 11)
- k) Christmas Day (December 25)
- l) Boxing Day (December 26)

**NB: Family Day in Ontario is not a federal holiday and is considered as a regular work day. In addition, the number of teachers is greatly reduced during the month of August and between December 24 and January first.**

The Offeror will provide students in full-time training with a maximum of seven and half (7.5) hours of training services per day for a total of thirty-five and a half (37.5) hours per week. For each seven and a half (7.5) hour training day, the Offeror will grant students a 15-minute break in the morning and a 15-minute break in the afternoon. These two breaks will be included in the number of billed hours. Students will also have between thirty and sixty minutes (30 to 60 minutes) for lunch, in addition to the seven (7) hour training period.

The session must begin at the time indicated on the Placement Interview and Registration Form at ANNEX A.2 that will be attached next to the 942 call-up Form.

### **3.2 Part-time training and specialized courses**

Courses are given during the following sessions:

- April 1 to June 30 inclusive;
- September 1 to November 30 (there are no part-time courses in December);
- January 1 to March 31;
- July 1 to July 31 (part-time group courses are offered if there is sufficient demand).

The Language Training Centre reserves the right to modify its schedule to adapt to the changing requirements of the organization.

Since 2011, Statistics Canada regional employees have had access to the same part-time Language Training Program, considered to be professional development, as employees working in the National Capital Region (NCR). Regional employees can take part-time language training courses in a virtual or mixed class led by a teacher who teaches via WebEx from the Language Training Centre.

### **Training days and times**

The Offeror will provide two-and-a-half (2.5) hour training sessions or as requested by the project authority which must take place between 8:00 a.m. and 4:30 p.m., Monday to Friday, with the exception of **designated paid holidays** for federal employees:

- a) New Year's Day (January 1)
- b) Good Friday
- c) Easter Monday
- d) Victoria Day (Patriot day in Québec)
- e) The Saint-Jean Baptiste Day (June 24, only for public servants working in Quebec)
- f) Canada Day (July 1)

- g) Provincial civic holiday (first Monday in August for services provided in Ontario, Manitoba, Saskatchewan, British Columbia, New Brunswick, Nunavut, Northwest Territories, Alberta, Nova Scotia, and Prince Edward Island; third Monday in August for Yukon; date determined each year in Newfoundland and Labrador)
- h) Labour Day (first Monday in September)
- i) Thanksgiving (second Monday in October)
- j) Remembrance Day (November 11)
- k) Christmas Day (December 25)
- l) Boxing Day (December 26)

***NB: Family Day in Ontario is not a federal holiday and is considered as a regular work day. In addition, the number of teachers is greatly reduced during the month of August and between December 24 and January first.***

### **3.4 Teacher-led self-learning**

Teacher-led self-learning will be provided on request and will either be used on its own or in conjunction with other methods of training to acquire, maintain or improve one or more second language skills (written comprehension, written expression and oral proficiency). A meeting will be held to determine the students' needs. At that time, the tutor will assess the students' language level and together they will establish objectives to be achieved based on their needs, the desired outcomes and the time to be allotted to the learning process. Students will receive training material and exercises to be completed. The teacher acts as tutor for the students, guiding them in their learning and meeting with them individually for one hour per month, or as needed.

### **3.5 Learning material**

Statistics Canada can place the following material at the disposal of the Offeror and teachers:

- Workbooks for Programme de français langue seconde for levels A, B and C (PFL2 – A, B and C): Training Objectives (TO) 1 to 40 and Preparation Workbooks, Modules 1 to 4;
- Consolidations 1, 2, 3 and 4 (review of TOs 1 to 40);
- Self-evaluations – Oral and written activities;
- Progress tests;
- Workbooks for Second Language Evaluation (SLE) preparation workshops;
- All Ears I, All Ears II and All Ears +;
- Teacher guide;
- Internal and external links to Statistics Canada, including documents that are relevant to second language learning.

Various training tools can be found on line.

Training includes PFL2 – A, B and C, and any other additional equivalent material chosen by the Offeror that assists students in achieving levels B and C and is based on a communicative approach. Statistics Canada reserves the right to examine any additional material used by the Offeror, and to withdraw or request modifications to material that does not correspond to this approach.

### **3.6 Student satisfaction**

At the end of each session, students are asked to complete an online questionnaire developed by Statistics Canada concerning their satisfaction with the Language Training Program, which includes their comments on facilities, the administration and teachers. Statistics Canada will be responsible for managing and administering the evaluation process. The summary of the teachers' evaluation is sent to

the Offeror on a quarterly basis.

### **3.7 Learners' attendance**

Teachers must record the attendance of their learners in each class, on a daily basis and must notify the pedagogical advisors and / or the Registrar's Office of employees who are frequently absent, often leaving early and regularly arriving late.

## **4. Students' progress**

Training is a responsibility that is shared by the students, the Offeror (teachers), and Statistics Canada (pedagogical advisors, the Chief of language training, the Project Authority, the Project Authority's representative and management). Accordingly, these individuals must work together to closely monitor student performance and progress, both individually and collectively.

For all types of training, each teacher is responsible for informing a pedagogical adviser as soon as possible of situations that may affect the progress of their learners (learning problems, repetitive or prolonged absence, or other reason).

For part-time training, teachers will meet with students individually to discuss their strengths and weaknesses, and areas for improvement. They will record this information and other relevant observations in the student logbook or in a progress report. They will administer tests designed and supplied by Statistics Canada to check students' knowledge at the end of each objective or as determined by Statistics Canada. At the end of the course, they will recommend the next course level for each student.

Part-time students must obtain at least 80% on the knowledge test given after each objective in order to move on to the next objective or next stage. Statistics Canada thus seeks to promote skills maintenance and maximize the pass rate of employees taking language training. Consequently, Statistics Canada will regularly evaluate the effectiveness of the training provided by the Offeror to ensure that the pass rate reflects students' actual progress. Second Language Evaluation (SLE) will determine the success rate of the students and the program.

For full-time training, success is determined by the results of the Second Language Evaluation. Success is either level B or level C, depending on the language requirements of the particular position. However, the Offeror must ensure that students' knowledge level improves so that they can progress effectively, both individually and collectively, toward achievement of their objectives.

## **5. Facilities**

Statistics Canada will provide classrooms and see that they are sufficient to needs, comply with applicable legislation, policies and standards and have no health or safety deficiencies with respect to the use that is made of them.

The Offeror must comply with this provision regarding the use of the premises and must use them solely to perform the services set out in this standing offer, which include the provision of training, the administration of placement tests, and the provision of related services, in accordance with the terms stated in section 2.4 Provide Related Services of this document.

## **6. Quality assurance and monitoring**

The Pedagogical advisors or their representative may periodically attend classes to observe them, at any time during the session. If a teacher's performance or progress is considered insufficient, the Project Authority or his or her representative will so inform the Offeror, who must take the necessary steps to

remedy the situation in co-operation with the Project Authority or his or her representative.

## **7. Material**

Teachers must use manuals and material relating to PFL2 – A, B and C and any other equivalent material chosen by the Offeror that assists students in achieving levels B and C and is based on a communicative approach. PFL2 A, B and C will be available on GCcampus or on Government of Canada Publications' site. Furthermore, all teachers will have a user account and password allowing them to use computer equipment in the classroom. Only teachers are allowed to use this material and they are totally responsible. At the request of teachers, other tools such as PFL2, dictionaries and reference documents may also be loaned.

All materials are stamped and loans are recorded. At the end of the standing offer, the Offeror or his or her representative will ensure that all loaned materials are returned; otherwise, a charge for the corresponding value will be billed to the Offeror.

A shared network is also available to teachers. This network contains additional material and links that enable to find activities related the learning of a second language.

## **8. Teachers**

The Offeror must undertake to provide teachers throughout the duration of the courses. These must be the teachers proposed in the offer and designated in the standing offer, unless the Offeror is unable to provide services for reasons beyond his or her control. All teachers must be qualified as teachers of French as a second language and must have experience teaching adults.

The Offeror must designate a teacher representative who will work on-site and be the main point of contact for the teachers and/or the Project Authority or his or her representative. The Offeror must provide the name, telephone number, email address and postal address of one of the four proposed teachers, who will act as the Offeror's representative.

### **8.1 Role of the representative:**

The representative is responsible for being the link between the offeror and the teachers of its school. He also represents the school at Statistics Canada. The representative will perform the following tasks:

- ensuring that the teachers of his or her school follow and comply with the Language Training Centre's administrative procedures;
- informing new teachers about the administrative procedures and how the Centre operates;
- training new teachers on the Statistics Canada Language Training Program and explaining the courses offered, helping them find the instructional and evaluation materials they need to efficiently carry out their duties and responsibilities;
- collecting the attendance sheets from teachers at the end of every month and sending them to the Offeror;
- resolving any problems that arise at Statistics Canada involving one or more teachers from his or her school and informing the school administration of those problems as well as the pedagogical advisor or Statistics Canada chief of language training.

### **8.1 Absence of a teacher**

If a teacher must miss a class he must notify their school and the registrar's office as soon as possible. If a teacher cannot attend a class (last minute absence), the registrar's office must be notified by email at [statcan.languageformationlinguistique.statcan@canada.ca](mailto:statcan.languageformationlinguistique.statcan@canada.ca) or by telephone at 613-951-6017 by 7:30 am on the day of the absence.

Within 48 hours following the absence, teachers in part-time groups must advise the registrar's office of the date and time when they will make up the class. An absence form will be made available to the teacher, who must indicate on it the date and time of the rescheduled class. This form must be attached to the Offeror's invoice, which must be adjusted to account for any hours of training not provided. The missed class must be made up immediately following the end of the part-time session.

If the number of absences and/or instances of lateness exceeds three per session (12 weeks in length), the Project Authority or his or her representative may require a meeting with the Offeror to assess the situation.

## **8.2 Replacement of a teacher**

The Project Authority or his or her representative may ask the Offeror, in writing, to replace any teacher whose services are deemed unsatisfactory. The Offeror will have two working days (48 hours) to find a qualified replacement. If the Offeror is unable to do so, Statistics Canada may terminate, without cost, the standing offer concluded with the Offeror. Similarly, if a teacher must be replaced for an unforeseen reason, the Offeror must replace him or her within two working days (48 hours). Statistics Canada reserves the right to assign a teacher from another school if the Offeror cannot find a replacement acceptable to Canada, within the required time, who has the required experience and qualifications as mentioned in this standing offer.

Replacing any teacher is subject to the following conditions:

1. If the Offeror is at any time unable to provide the services of a person designated in the standing offer, the Offeror will provide the services of a replacement with equivalent or greater skills and experience. The Offeror will bear the cost of any training given by Statistics Canada to the replacement teacher.
2. Before replacing a person designated in the standing offer, the Offeror will submit to the Project Authority or his or her representative, for approval, a notice in writing that states:
  - a. the reason for withdrawing the designated person;
  - b. the name of the proposed replacement and his or her resume;
  - c. the proof that the proposed replacement has a security clearance at the "Reliability Status" level.
3. The Project Authority reserves the right to check references, and credentials, meet with the proposed teacher, and obtain information from its own sources.
4. Acceptance of a replacement by Statistics Canada does not relieve the Offeror of its responsibility to satisfy the requirements of the standing offer.
5. Before accepting a new teacher, and after examining his or her resume, the Project Authority may invite the teacher to an interview to determine whether he/she meets the requirements for the duties that he/she will be performing. In the event that the teacher does not meet the requirements, the offeror must provide the Project Authority with a different resume. If the Offeror cannot provide a second replacement, Statistics Canada reserves the right to request services from another firm.
6. Under no circumstances shall the Offeror have work performed by a person who is not authorized to work in Canada.
7. The Project Authority may order the removal of any unauthorized replacement, in which case the Offeror will immediately remove the person from his or her position and provide a replacement in accordance with the provisions of this section.

## **9. Meetings with teachers**

Information and evaluation meetings may be held with teachers, for a maximum of two hours per session (spring, fall, winter and summer) or a total of eight hours per year.

- **Information sessions**

At the start of each session, Statistics Canada may hold a meeting of a maximum of two hours with teachers to familiarize them with the various components of the Statistics Canada Language Training Program and related administrative aspects. In such a case, teachers will be required to attend.

- **Program assessment**

Statistics Canada may hold a meeting of a maximum of two hours per year with some or all of the teachers to discuss various matters related to the Statistics Canada Language Training Program. The meeting will allow teachers to communicate their ideas and suggestions regarding possible changes to courses, in terms of modernization, objectives, material and the Program. Statistics Canada will determine the date and time of the meeting.

Statistics Canada reserves the right to hold other information sessions (i.e, briefing with the Public Service Commission, etc.)

## ANNEX A.1

### DESCRIPTION OF THE CURRICULUM USED AT STATISTICS CANADA

#### General Course

French as a Second Language Program – Levels A, B and C (PFL2 – A, B and C)

This program is designed for anyone whose first official language is English and who must perform, or might be required to perform, work duties or tasks in French. These persons, whether they are beginners or already have some knowledge of French, are seeking to attain, in either the short- or long-term, bilingualism level A, B or C.

#### 1. PFL2 – A and B

PFL2 – A and B consists of day training objectives (TOs), 32 of which correspond to level A and 8 of which correspond to level B. These 40 objectives, divided into four stages, help the student to acquire solid reading, writing and oral interaction skills at level B. The program offers a range of learning activities that take into account different learning styles and paces; the training focuses on developing the student's communication skills.

The table below shows the 40 TOs of PFL2 – A and B according to the different stages of the program.

#### OBJECTIVES OF THE FRENCH AS A SECOND LANGUAGE PROGRAM (PFL2 – A AND B)

<b>Stage 1: Objectives 1 to 12</b>
TO 1: Identifying self and other people
TO 2: Identifying objects or documents
TO 3: Expressing the concept of belonging
TO 4: Expressing the concept of ownership
TO 5: Indicating the location of a person, object, document or place
TO 6: Referring to numbers
TO 7: Orienting someone in space
TO 8: Situating an event in time
TO 9: Situating an event in time: past, present, future
TO 10: Assigning tasks
TO 11: Specifying how a task is done
TO 12: Indicating a distribution and a non-numeric amount
<b>Stage 2: Objectives 13 to 22</b>
TO 13: Providing information about a past event or habit
TO 14: Requesting or providing information about an event
TO 15: Requesting or providing information about a request or about getting something
TO 16: Making an offer and responding to an offer
TO 17: Finding out or providing information about the presence or availability of people or things
TO 18: Expressing a desire, wish, taste or preference
TO 19: Assessing things
TO 20: Assessing people
TO 21: Inquiring about the application of standards and regulations
TO 22: Specifying the terms and conditions (time) for carrying out a job
<b>Stage 3: Objectives 23 to 32</b>
TO 23: Specifying the conditions for completing a project

TO 24: Situating events in relation to each other
TO 25: Indicating the steps in a process
TO 26: Describing movements
TO 27: Describing a task (physical operations)
TO 28: Describing the importance of an instruction
TO 29: Showing appreciation for someone's abilities or skills
TO 30: Permitting or forbidding something
TO 31: Expressing a desire, a wish
TO 32: Expressing conditions
<b>Stage 4: Objectives 33 to 36</b>
TO 33: Expressing a choice
TO 34: Proposing solutions to a problem
TO 35: Making predictions
TO 36: Requesting or providing information about a project
<b>Stage 5: Objectives 37 to 40</b>
TO 37: Describing the steps followed in completing a project
TO 38: Explaining the purpose and outcome of an action, event or situation
TO 39: Assessing a proposed change
TO 40: Persuading someone to do something

## Consolidations

Consolidations A and B include a complete review of all the stages (1-2 and 3-4) in PFL2 A and B. These courses provide a series of classroom activities designed to review the training objectives (TOs 1 to 22) and (TOs 23 to 40) and viewpoints presented earlier in the program, enabling students to gain greater ease in their second language.

## 2. PFL2 –C

PFL2 – C includes two preparation workbooks and four modules. It is intended for an advanced level clientele who has already sufficiently mastered the language elements of level B. The goal is to acquire language skills and achievements that will help to attain the skill objectives for level C. This course, which focuses on the oral aspect, introduces students to a few realities of spoken language, as it is expressed in various settings that are either directly or indirectly related to students' work environment.

- Preparatory (Workbook) Session 1 – Level C
- Preparatory (Workbook) Session 2 – Level C
- Modules 1, 2, 3 and 4: The course comprises four modules that are divided up into themes, as well as 23 language functions that are studied within the four modules. Each theme, for which a lexicon is provided, is relevant to one of the following major categories, validated by the teaching personnel and the students: my department, work team, work relations, interpersonal relations, Public Service of the future, working conditions, human resources management, learning organization, career, and society-related issues
- Preparation for the Second Language Evaluation, Oral Proficiency Test, Level C

## Specialized Courses

### Second Language Evaluation (SLE) preparation workshops

SLE preparation workshops consist of three workshops: one for written comprehension, one for written expression, and one for oral proficiency. They are provided if there is sufficient demand.

#### 1. Preparation workshop for written comprehension

This workshop enables participants to become familiar with the Public Service Commission written

comprehension test. Participants are given various strategies and tools and practice exercises.

## **2. Preparation workshop for written expression**

This workshop enables participants to become familiar with the Public Service Commission written expression test. Participants are given various strategies and tools and practice exercises.

## **3. Preparation workshop for oral proficiency**

This workshop enables participants to become familiar with the Public Service Commission oral proficiency test. Participants simulate interviews with the teacher, and are given strategies and tools to help them prepare for the oral proficiency test, as administered by the Public Service Commission.

### **All Ears**

All Ears is comprised of three courses: All Ears I, All Ears II and All Ears +. It was specifically designed to help beginners and persons with more advanced knowledge of French to master the phonetic and phonological system of spoken French and to be more at ease and natural in their second language. In the first two courses, instruction is primarily in English, while in All Ears +, instruction is primarily given in French.

#### **1. All Ears I**

All Ears I is designed for beginners and individuals enrolled in levels A and B of the French as a Second Language Program (PFL2 – A and B) who are at training objectives 1 to 17. The objectives of All Ears I are as follows:

- master vowel and consonant sounds;
- learn about certain phenomena encountered in spoken French;
- develop auditory comprehension;
- become familiar with the International Phonetic Alphabet (IPA).

#### **2. All Ears II**

All Ears II is designed for individuals who have taken All Ears I, or for those who are registered in levels A and B of the French as a Second Language Program (PFL2 – A and B), are at training objectives 1 to 17 and have a thorough knowledge of the International Phonetic Alphabet (IPA). The objectives of this course are as follows:

- review basic grammatical concepts;
- learn vocabulary;
- expand on the material presented in All Ears I;
- become comfortable using the International Phonetic Alphabet (IPA);
- develop the rhythm and intonation of the French language.

#### **3. All Ears +**

All Ears + is designed for individuals who understand, speak and write French at or above the level of objective 22 of the French as a Second Language Program for levels A and B (PFL2 – A and B) . The objectives of this course are as follows:

- review the concepts presented in All Ears I;
- enhance pronunciation based on student needs;
- develop and enhance rhythm and intonation.

### **Teacher-led self-learning**

For the purposes of this program, the teacher acts as a tutor for the students, guiding them in their learning process and meeting with them individually for one hour per month. The tutor evaluates the students' language level and together with students establishes objectives to be achieved based on program content and the amount of time allotted for training. Students receive instructional material and exercises to be completed.

### **GCcampus online self-learning**

The School offers a number of free online self-assessment tools, in English and in French, to help improve or maintain language skills.

Online language learning products include self-directed evaluation simulations and interactive tools designed to improve oral and written comprehension, pronunciation, grammar, written expression and fluency in the second official language.

Solicitation No. - N° de l'invitation  
45045-170020/A  
Client Ref. No. - N° de réf. du client  
45045-170020

Amd. No. - N° de la modif.  
File No. - N° du dossier  
520zf 45045-170020

Buyer ID - Id de l'acheteur  
520ZF  
CCC No./N° CCC - FMS No./N° VME

## ANNEX A.2

### PLACEMENT INTERVIEW ANS REGISTRATION FORM / ENTREVUE DE CLASSEMENT ET FORMULAIRE D'INSCRIPTION

*Statistics Canada Language Training Centre / Centre de formation linguistique de Statistique Canada*

**Part 1 / Partie 1** (To be completed with the student. / À remplir avec l'étudiant.)

Last name / Nom: \_\_\_\_\_ First name / Prénom: \_\_\_\_\_

PRI / CIDP: \_\_\_\_\_ Tel. (work) / Tél. (bureau): \_\_\_\_\_

Dept. if not StatCan / Ministère si autre que StatCan: \_\_\_\_\_

Do you have any special needs/Avez-vous des besoins spéciaux ?

Yes / Oui \_\_\_\_ No / Non \_\_\_\_

#### Previous language training / Formation linguistique antérieure

(If none, leave blank. / Si aucune, laissez en blanc.)

English / Anglais \_\_\_\_ French / Français \_\_\_\_

Elementary school / École primaire:

Immersion \_\_\_\_ Occasional courses / Cours occasionnels \_\_\_\_

Secondary school / École secondaire:

Immersion \_\_\_\_ Occasional courses / Cours occasionnels \_\_\_\_

College or university courses / Cours collégiaux ou universitaires: \_\_\_\_

Year / Année \_\_\_\_

Other language training / Autre formation linguistique:

**Have you taken a PSC Second Language Evaluation?**

**Avez-vous passé une évaluation de langue seconde de la CFP ?**

No / Non \_\_\_\_ Yes / Oui \_\_\_\_

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45045-170020

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File No. - N° du dossier  
520zf 45045-170020

Buyer ID - Id de l'acheteur  
520ZF  
CCC No./N° CCC - FMS No./N° VME

Please indicate the level earned and the year of the evaluation. / Veuillez indiquer le niveau obtenu et l'année de l'évaluation.

	Level / Niveau	Year / Année
Written comprehension / Compréhension de l'écrit		
Written expression / Expression écrite		
Oral proficiency / Compétence orale		

**What are your language training objectives?**  
**Quels sont vos objectifs de formation linguistique?**

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**When do you think you will be able to start part-time training?**  
**Quand prévoyez-vous pouvoir commencer une formation à temps partiel ?**

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**Course days and times / Jours et heures de cours**

Courses are offered on Mondays, Wednesdays and alternate Fridays **OR** Tuesdays, Thursday and alternate Fridays, from 8:00 a.m. to 10:00 a.m. 11:00 a.m. to 1:00 p.m. **or** 2:00 p.m. to 4:00 p.m. / Les cours sont offerts les lundis, mercredis et un vendredi sur deux **OU** les mardis, jeudis et un vendredi sur deux, de 8 h à 10 h, de 11 h à 13 h **ou** de 14 h à 16 h.

**Please indicate your top two scheduling choices, in order of preference.**  
**Veuillez indiquer votre premier et deuxième choix d'horaire.**

Mondays, Wednesdays and alternate Fridays Lundis, mercredis et un vendredi sur deux 8:00 a.m. to 10:30 a.m. / 8 h à 10:30 h _____ 11:00 a.m. to 1:30 p.m. / 11 h à 13:30 h _____ 2:00 p.m. to 4:30 p.m. / 14 h à 16:30 h _____	Tuesdays, Thursdays and alternate Fridays Mardis, jeudis et un vendredi sur deux 8:00 a.m. to 10:30 a.m. / 8 h à 10:30 h _____ 11:00 a.m. to 1:30 p.m. / 11 h à 13:30 h _____ 2:00 p.m. to 4:30 p.m. / 14 h à 16:30 h _____
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**Student signature / Signature de l'étudiant** \_\_\_\_\_

**Part 2 / Partie 2**

**Recommendation / Recommandation**

Solicitation No. - N° de l'invitation  
45045-170020/A  
Client Ref. No. - N° de réf. du client  
45045-170020

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File No. - N° du dossier  
520zf 45045-170020

Buyer ID - Id de l'acheteur  
520ZF  
CCC No./N° CCC - FMS No./N° VME

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Teacher / Enseignant : \_\_\_\_\_ Date : \_\_\_\_\_

Course / Cours: 1) \_\_\_\_\_

2) \_\_\_\_\_

Logbook provided / Carnet de bord donné: \_\_\_\_

Comments / Commentaires:

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**Reason for placement interview / Motif pour l'entrevue de classement**

Registration / Inscription \_\_\_\_\_

Other /Autre\_\_\_\_\_ Please specify/veuillez spécifier

**Teacher's signature / Signature de l'enseignant** \_\_\_\_\_

## ANNEX B

### BASIS OF PAYMENT

The Contractor will be paid all-inclusive firm rate per word for translation services and all-inclusive firm rate per hour for editing and updating services, in Canadian dollars, based on the table shown below during the period stated herein.

- a. All-inclusive firm rates shown below include all costs related to the work described in Annex A, Statement of Work. These expenses include, without limitation, word processing, reports, photocopies, courier services, costs related to the software, telephone, reception and transmission or delivery of documents and all related expenses, excluding GST.
- b. All deliverables are FOB Destination, Canada customs duties included, if applicable.
- c. For invoicing purposes, the overall firm rates in effect at the date indicated in the request for translation services must be used.
- d. The invoices will be based on the word count of the source document.
- e. All-inclusive firm rates listed in the table below for the optional years, apply only if the option to extend the Standing Offer is exercised by Canada.

	PERIOD AND SERVICES	Firm all-inclusive hourly rate for teachers' services (In CAN \$)	Level of Services, per year, per resulting offeror (Estimated)
		A	B
<b>1</b>	<b>Initial Period</b>		
<b>A)</b>	<b>Provide training in French as a second language</b>		
1	Full-time group training	/ hours	3 430 hours
2	Part-time group training (3 sessions per fiscal year)	/ hours	3 200 hours
3	Part-time group training (summer session)	/ hours	500 hours
4	Individual courses	/ hours	800 hours
5	Second Language Evaluation preparation workshops	/ hours	250 hours
6	Teacher-led self-learning	/ hours	2 hours
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/ hours	170 hours
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/ hours	50 hours
<b>C)</b>			
1	Develop or adapt language training courses, learning materials or programs	/ hours	50 hours
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and	/ hours	50 hours

	evaluate program tools		
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/ hours	60 hours
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/ hours	50 hours
<b>2</b>	<b>Optional Period-Year One</b>		
<b>A)</b>	<b>Provide training in French as a second language</b>		
1	Full-time group training	/ hours	3 430 hours
2	Part-time group training (3 sessions per fiscal year)	/ hours	3 200 hours
3	Part-time group training (summer session)	/ hours	500 hours
4	Individual courses	/ hours	800 hours
5	Second Language Evaluation preparation workshops	/ hours	250 hours
6	Teacher-led self-learning	/ hours	2 hours
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/ hours	170 hours
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/ hours	50 hours
<b>C)</b>			
1	Develop or adapt language training courses, learning materials or programs	/ hours	50 hours
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/ hours	50 hours
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/ hours	60 hours
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/ hours	50 hours
<b>3</b>	<b>Optional Period-Year Two</b>		
<b>A)</b>	<b>Provide training in French as a second language</b>		
1	Full-time group training	/ hours	3 430 hours
2	Part-time group training (3 sessions per fiscal year)	/ hours	3 200 hours
3	Part-time group training (summer session)	/ hours	500 hours
4	Individual courses	/ hours	800 hours
5	Second Language Evaluation preparation workshops	/ hours	250 hours
6	Teacher-led self-learning	/ hours	2 hours
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/ hours	170 hours
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/ hours	50 hours

<b>C)</b>			
1	Develop or adapt language training courses, learning materials or programs	/ hours	50 hours
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/ hours	50 hours
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/ hours	60 hours
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/ hours	50 hours
<b>4 Optional Period-Year three</b>			
<b>A) Provide training in French as a second language</b>			
1	Full-time group training	/ hours	3 430 hours
2	Part-time group training (3 sessions per fiscal year)	/ hours	3 200 hours
3	Part-time group training (summer session)	/ hours	500 hours
4	Individual courses	/ hours	800 hours
5	Second Language Evaluation preparation workshops	/ hours	250 hours
6	Teacher-led self-learning	/ hours	2 hours
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/ hours	170 hours
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/ hours	50 hours
<b>C)</b>			
1	Develop or adapt language training courses, learning materials or programs	/ hours	50 hours
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/ hours	50 hours
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/ hours	60 hours
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/ hours	50 hours
<b>5 Initial Period-Year Four</b>			
<b>A) Provide training in French as a second language</b>			
1	Full-time group training	/ hours	3 430 hours
2	Part-time group training (3 sessions per fiscal year)	/ hours	3 200 hours
3	Part-time group training (summer session)	/ hours	500 hours
4	Individual courses	/ hours	800 hours

5	Second Language Evaluation preparation workshops	/ hours	250 hours
6	Teacher-led self-learning	/ hours	2 hours
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/ hours	170 hours
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/ hours	50 hours
<b>C)</b>			
1	Develop or adapt language training courses, learning materials or programs	/ hours	50 hours
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/ hours	50 hours
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/ hours	60 hours
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/ hours	50 hours
<b>6</b>	<b>Initial Period-Year Five</b>		
<b>A)</b>	<b>Provide training in French as a second language</b>		
1	Full-time group training	/ hours	3 430 hours
2	Part-time group training (3 sessions per fiscal year)	/ hours	3 200 hours
3	Part-time group training (summer session)	/ hours	500 hours
4	Individual courses	/ hours	800 hours
5	Second Language Evaluation preparation workshops	/ hours	250 hours
6	Teacher-led self-learning	/ hours	2 hours
<b>Bi)</b>	<b>Administer placement tests (3 sessions per fiscal year)</b>	/ hours	170 hours
<b>Bii)</b>	<b>Administer placement tests (summer session)</b>	/ hours	50 hours
<b>C)</b>			
1	Develop or adapt language training courses, learning materials or programs	/ hours	50 hours
2	Develop or adapt training manuals, software applications or other material to evaluate the progress of students and evaluate program tools	/ hours	50 hours
3	Administer language knowledge tests, progress tests, detailed evaluations and provide related reports	/ hours	60 hours
4	Participate in the development of analytical tools for evaluating the effectiveness or performance of the Language Training Program (e.g., performance indicators)	/ hours	50 hours

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## **2. Travel and living expenses**

Canada will not accept any travel and living expenses for:

- a. 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.justice.gc.ca/en/N-4/>;
- b. Any travel between the Contractor's place of business and the NCR; and
- c. Any relocation of resources required to satisfy the terms of the Contract. These expenses are included in the all-inclusive firm rates specified above.

## **3. GST or HST: GST or HST is in addition to the amounts indicated above.**

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## ANNEXE C - SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#6



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Gouvernement du Canada

Contract Number / Numéro du contrat

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### 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	2. Branch or Directorate / Direction générale ou Direction	
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		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 checked="" 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 checked="" 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"/>	
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 checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" 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"/>

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**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? ☒ No ☐ Yes  
Non ☐ Oui
- If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:
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? ☒ No ☐ Yes  
Non ☐ Oui
- Short 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 checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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 ☐ Yes  
Non ☐ Oui
- If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non ☐ 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 ☐ Yes  
Non ☐ 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 ☐ Yes  
Non ☐ 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 ☐ Yes  
Non ☐ 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 ☐ Yes  
Non ☐ 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 ☐ Yes  
Non ☐ Oui

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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 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 SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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## **ANNEX D**

### **ELECTRONIC PAYMENT OF INVOICES**

The Contractor accepts to be paid using the following Electronic Payment Instrument(s):

- ☐ Visa Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);

## ANNEX E

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date : \_\_\_\_\_(YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Offeror certifies having no work force in Canada.
  - ☐ A2. The Offeror certifies being a public sector employer.
  - ☐ A3. The Offeror certifies being a federally regulated employer being subject to the [Employment Equity Act](#).
  - ☐ A4. The Offeror certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
  - A5. The Offeror has a combined workforce in Canada of 100 or more employees; and
    - ☐ A5.1. the Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR
- ☐ A5.2. the Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Offeror is not a Joint Venture.

OR

- ☐ B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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## **ANNEX F**

### **CALL-UP FORM**

**See the following link:**

**<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/4/10/20/10>**