



RETURN BIDS TO:

**RETOURNER LES SOUMISSIONS
À:**

Bid Receiving / Réception des soumissions
Canada School of Public Service / École de la
fonction publique du Canada
Entrance P10 with the commissionnaire / Entrée
P10 avec le commissionnaire
Asticou Centre / Centre Asticou
241 Cité-des-jeunes Blvd. / 241, boul. Cité-des-
jeunes
Gatineau, Quebec
K1N 6Z2

**REQUEST FOR STANDING
OFFERS
DEMANDE D'OFFRES A
COMMANDES**

**Proposal To: Canada School of Public
Service**

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

Proposition à: L'École de la fonction publique du Canada

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

Comments - Commentaires

Issuing Office – Bureau de distribution

Canada School of Public Service / École de la
fonction publique du Canada
Contracting and Procurement Unit / Unité des
Contrats et approvisionnement
Corporate Services Branch / Direction générale
des services intégrés
241 Cité des jeunes Blvd. / 241, boulevard Cité
des jeunes
Gatineau, Quebec
K1N 6Z2

Title-Sujet Instructors to provide course delivery services of classroom training for Human Resources (HR) Courses	
Solicitation No. – No. de l'invitation CSPS-RFSO-18LL-0711	Date July 16, 2018
Client Reference No. – N° référence du client 2018-0711	
Solicitation Closes - L'invitation prend fin on August 28, 2018 at 02:00 PM Le 28 août 2018 à 14h00	Time Zone Fuseau horaire Eastern Daylight Time (EDT)
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to: - Adresser toute question à: Linda Lafreniere	Email – Courriel : Linda.lafreniere@canada.ca
Telephone No. – N° de téléphone : 819-953-3549	FAX No. – N° de FAX
Destination of Goods and Services: / Destinations des biens et services: CANADA SCHOOL OF PUBLIC SERVICE ÉCOLE DE LA FONCTION PUBLIQUE DU CANADA	
Security – sécurité This request for Standing Offers (RFSO) includes provisions for security. / Cette demande d'offre à commandes (DOC) comporte des dispositions en matière de sécurité See attached SRCL / Voir LVERS ci-joint	

Instructions : See Herein

Instructions: Voir aux présentes

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



REQUEST FOR STANDING OFFERS

FOR THE SERVICES OF

INSTRUCTORS TO PROVIDE
COURSE DELIVERY SERVICES OF
CLASSROOM TRAINING FOR
HUMAN RESOURCES (HR) COURSES

FOR THE

CANADA SCHOOL OF PUBLIC SERVICE



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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 to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 Standing Offer (7A) and Resulting Contract Clauses (7B):
 - 7A includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Attachments include the Pricing Tables, the Evaluation Criteria and the Corporate Profile Table.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List (SRCL) and the Quarterly Standing Offer Usage Report.

1.2 Summary

Departmental Individual Standing Offers (DISO) for the services of instructors to deliver classroom training of various Human Resources (HR) courses, on an “as and when requested basis”, are being issued to assist the Canada School of Public Service (CSPS or the School) to fulfill their requirements. The delivery of courses will be required in either official language (English or French) as well as in various locations across Canada.

Course delivery services of classroom training will be required in three (3) Domains as identified below:

- Domain 1 – Staffing
- Domain 2 – Labour Relations
- Domain 3 – Disability Case Management



Course delivery services of classroom training may be required in any of the following locations (Regions and/or Metropolitan Areas) in Canada, as follows:

Regions:

- Atlantic Region
- Quebec Region
- National Capital Region
- Ontario Region
- Western Region
- Pacific Region

Metropolitan Areas:

- Halifax Metropolitan Area
- Moncton Metropolitan Area
- Montreal Metropolitan Area
- Quebec City Metropolitan Area
- National Capital Metropolitan Area
- Toronto Metropolitan Area
- Calgary Metropolitan Area
- Edmonton Metropolitan Area
- Saskatoon Metropolitan Area
- Winnipeg Metropolitan Area
- Vancouver Metropolitan Area
- Victoria Metropolitan Area

The School intends to issue multiple Standing Offers as a result of this solicitation. Each successful Offeror will be issued one (1) Standing Offer (SO) that will identify the Domain(s), Location(s) (Region(s) and/or Metropolitan Area(s)) and Language(s), as applicable, for which it has qualified.

The proposed period of the SO will be for a one (1) year period commencing from date of issuance of the SO and the SO may be authorized for use beyond the initial period, for three (3) additional one (1) year period(s).

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

The request for Standing Offers (RFSO) is to establish Departmental Individual Standing Offers (DISO) for the requirements detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec and Labrador that are subject to Comprehensive Land Claim Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.



1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security Requirements, and Part 7 - Standing Offer and Resulting Contract 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 fifteen (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 with the following changes:

- a) Wherever Public Works and Government Services Canada (PWGSC) revise to read "Canada School of Public Service (the School)".
- b) At Article 05, Submission of Offers, subparagraph 4, delete "Offers will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the RFSO." Insert "Offers will remain open for acceptance for a period of not less than two hundred (200) days from the closing date of the RFSO."
- c) At Article 08, Transmission by Facsimile is deleted in its entirety.
- d) At Article 20, Further Information, delete the second paragraph in its entirety.

2.1.1 SACC Manual Clauses

M0019T (2007-05-25) Firm Price and/or Rates

M0222T (2016-01-28) Evaluation of Price – Canadian/Foreign Offerors

2.2 Submission of Offers

Offers must be submitted to the Canada School of Public Service (CSPS) 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 or electronic mail to CSPS will not be accepted.

Offerors should indicate the RFSO number on the packaging when submitting their offers.

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 ten (10) 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.



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

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

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

Canada requests that Offerors follow the format instructions described below in the preparation 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.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical 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.

The technical offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the technical offer will be evaluated. Simply repeating the statement contained in the solicitation is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that Offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

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



Section II: Financial Offer

Offerors must submit their financial offer in Canadian funds in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

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

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

The rates included in the pricing schedule detailed in Attachment 1 to Part 3 exclude the total estimated cost of all travel and living expenses that may need to be incurred for Work described in Part 7, Standing Offer and Resulting Contract Clauses, of the RFSO required to be performed outside the following locations:

1. WITHIN A REGION

A. Atlantic Region

- 1) Work performed within the Atlantic Region for services provided within 100km of the work location. The Atlantic Region is defined as: The provinces of Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland including Labrador;
- 2) Any travel between the Contractor's place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

B. Quebec Region

- 1) Work performed within the Quebec Region for services provided within 100km of the work location. The Quebec Region is defined as: The province of Quebec with the exception of the National Capital Region;
- 2) Any travel between the Contractor's place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

C. National Capital Region

Information regarding the National Capital Region (NCR) can be found at the Metropolitan Area level.

D. Ontario Region

- 1) Work performed within the Ontario Region for services provided within 100km of the work location. The Ontario Region is defined as: The province of Ontario with the exception of the National Capital Region;
- 2) Any travel between the Contractor's place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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



E. Western Region

- 1) Work performed within the Western Region for services provided within 100km of the work location. The Western Region is defined as: The provinces of Alberta, Manitoba, Saskatchewan, the Northwest Territories and Nunavut;
- 2) Any travel between the Contractor's place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

F. Pacific Region

- 1) Work performed within the Pacific Region for services provided within 100km of the work location. The Pacific Region is defined as: The province of British Columbia and the Yukon Territory;
- 2) Any travel between the Contractor's place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

2. WITHIN A METROPOLITAN AREA

A. Halifax Metropolitan Area

- 1) Work performed within the Halifax Metropolitan Area. The Halifax Metropolitan Area is defined as: Bounded on the west by a north-south line running from Kentville to Bridgewater, on the north by a west-east line running from Kentville to Truro, on the east by a north-south line from Truro to Tangier, on the south by the Atlantic Ocean;
- 2) Any travel between the Contractor's place of business and the Halifax Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

B. Moncton Metropolitan Area

- 1) Work performed within the Moncton Metropolitan Area. The Moncton Metropolitan Area is defined as: Bounded on the west by a north-south line running from Carleton to Saint John, on the north by the Northumberland Strait, on the east and the south by the Nova Scotia border;
- 2) Any travel between the Contractor's place of business and the Moncton Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

C. Montreal Metropolitan Area

- 1) Work performed within the Montreal Metropolitan Area. The Montreal Metropolitan Area is defined as: Bounded on the west by the Ontario border and a north-south line



running from Ste-Agathe-des-Monts to Carillon, as far north as Louiseville, on the east by a north-south line from Louiseville, passing by Drummondville, to Bromont, on the south by the United States of America (USA) border;

- 2) Any travel between the Contractor's place of business and the Montreal Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

D. Quebec City Metropolitan Area

- 1) Work performed within the Quebec City Metropolitan Area. The Quebec City Metropolitan Area is defined as: Bounded on the west by a north-south line running from Lac-Jacques-Cartier to Trois-Rivières, as far north as Baie-St-Paul on the North shore and St-Jean-Port-Joli on the South shore, on the east by a north-south line running from St-Jean-Port-Joli to St-Georges, on the south by a west-east line running from St-Georges to Trois-Rivières;
- 2) Any travel between the Contractor's place of business and the Quebec City Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

E. National Capital Metropolitan Area

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

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

F. Toronto Metropolitan Area

- 1) Work performed within the Toronto Metropolitan Area. The Toronto Metropolitan Area is defined as: Bounded on the west by a south-north line running from Burlington to Caledon, on the north by a west-east line running from Caledon to Newmarket, on the east by a north-south line from Newmarket to Oshawa, on the south by the Lake Ontario;
- 2) Any travel between the Contractor's place of business and the Toronto Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

G. Calgary Metropolitan Area

- 1) Work performed within the Calgary Metropolitan Area. The Calgary Metropolitan Area is defined as: Bounded on the west by a north-south line running from Canmore to High River, on the north by a west-east line running from Canmore to Olds, on the east



- by a north-south line from Strathmore to Olds, on the south by an east-west line from Strathmore to High River;
- 2) Any travel between the Contractor's place of business and the Calgary Metropolitan Area; and
 - 3) Any relocation of resources required to satisfy the terms of the Contract.

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

H. Edmonton Metropolitan Area

- 1) Work performed within the Edmonton Metropolitan Area. The Edmonton Metropolitan Area is defined as: Bounded on the west by a north-south line running from Westlock to Gainford, on the north by a west-east line running from Westlock to Vegreville, on the east by a north-south line from Vegreville to Ponoka, on the south by an east-west line from Ponoka to Gainford;
- 2) Any travel between the Contractor's place of business and the Edmonton Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

I. Saskatoon Metropolitan Area

- 1) Work performed within the Saskatoon Metropolitan Area. The Saskatoon Metropolitan Area is defined as: Bounded on the west by a north-south line running from North Battleford to Biggar, on the north by a west-east line running from North Battleford to Prince Albert, on the east by a north-south line from Prince Albert to Kenaston, on the south by an east-west line from Kenaston to Biggar;
- 2) Any travel between the Contractor's place of business and the Saskatoon Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

J. Winnipeg Metropolitan Area

- 1) Work performed within the Winnipeg Metropolitan Area. The Winnipeg Metropolitan Area is defined as: Bounded on the west by a north-south line running from Portage la Prairie to Morris, on the north by a west-east line running from Morris to Reynolds, on the east by a north-south line from Reynolds to Netley, on the south by an east-west line from Netley to Portage la Prairie;
- 2) Any travel between the Contractor's place of business and the Winnipeg Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

K. Vancouver Metropolitan Area

- 1) Work performed within the Vancouver Metropolitan Area. The Vancouver Metropolitan Area is defined as: Bounded on the west by the Strait of Georgia, on the south by the



- United States of America (USA) border and by a north-south line from Lions Bay to Abbotsford;
- 2) Any travel between the Contractor's place of business and the Vancouver Metropolitan Area; and
 - 3) Any relocation of resources required to satisfy the terms of the Contract.

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

L. Victoria Metropolitan Area

- 1) Work performed within the Victoria Metropolitan Area. The Victoria Metropolitan Area is defined as: Bounded on the west, south and north by the Strait of Georgia, on the east by a north-south line from Nanaimo to Sooke;
- 2) Any travel between the Contractor's place of business and the Victoria Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

Note: For Work required outside the locations (Regions and/or Metropolitan Areas) specified above, travel and living expenses will be paid to the Contractor, according to the following if:

- a) there are no Standing Offer Holders in the location (Region and/or Metropolitan Area) where the Work is required; or
- b) there are Standing Offer Holders, however, none of the SO Holders in the location (Region and/or Metropolitan Area) where the Work is required have instructors available that can meet the requirement.

3.1.1 Exchange Rate Fluctuation

The requirement of the Request for Standing Offers does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their offer, Offerors should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (including this person's mailing address, phone number and email address) authorized by the Offeror to enter into communications with Canada with regards to their offer, and any standing offer that may result from their offer;
4. for Part 2, article 2.3, Former Public Servant, of the RFSO: the required answer to each question; and, if the answer is yes, the required information; and



5. for Part 6, article 6.1, Security Requirement, of the RFSO: for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - a) the name of the individual;
 - b) the date of birth of the individual; and
 - c) if available, information confirming the individual meets the security requirement as indicated in Part 7 – Standing Offer and Resulting Contract Clauses.



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 specified below, its quoted firm all-inclusive daily rates (in CDN \$) for each of the applicable Domain(s) including the locations (Region(s) and/or Metropolitan Area(s)) where they will provide the services where Canada will not incur travel and living expenses.

The quoted all-inclusive daily rates must not decrease from one year to the next optional years.

The rates must be the same for all proposed resources within the same Domain and Location (Region and/or Metropolitan Area).

The rates specified below, when quoted by the Offeror, are to be firm all-inclusive daily rates per training day, and must also include all pre and post classroom tasks and meetings as identified in Annex A – Statement of Work.

In addition, the rates specified below, when quoted by the Offeror, includes the total estimated cost of all travel and living expenses that may need to be incurred for work to be performed at any of the following locations:

1. WITHIN A REGION

A. Atlantic Region

- 1) Work performed within the Atlantic Region for services provided within 100km of the work location. The Atlantic Region is defined as: The provinces of Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland including Labrador;
- 2) Any travel between the Contractor's place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

B. Quebec Region

- 1) Work performed within the Quebec Region for services provided within 100km of the work location. The Quebec Region is defined as: The province of Quebec with the exception of the National Capital Region;
- 2) Any travel between the Contractor's place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

C. National Capital Region

Information regarding the National Capital Region (NCR) can be found at the Metropolitan Area level.



D. Ontario Region

- 1) Work performed within the Ontario Region for services provided within 100km of the work location. The Ontario Region is defined as: The province of Ontario with the exception of the National Capital Region;
- 2) Any travel between the Contractor's place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

E. Western Region

- 1) Work performed within the Western Region for services provided within 100km of the work location. The Western Region is defined as: The provinces of Alberta, Manitoba, Saskatchewan, the Northwest Territories and Nunavut;
- 2) Any travel between the Contractor's place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

F. Pacific Region

- 1) Work performed within the Pacific Region for services provided within 100km of the work location. The Pacific Region is defined as: The province of British Columbia and the Yukon Territory;
- 2) Any travel between the Contractor's place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

2. WITHIN A METROPOLITAN AREA

A. Halifax Metropolitan Area

- 1) Work performed within the Halifax Metropolitan Area. The Halifax Metropolitan Area is defined as: Bounded on the west by a north-south line running from Kentville to Bridgewater, on the north by a west-east line running from Kentville to Truro, on the east by a north-south line from Truro to Tangier, on the south by the Atlantic Ocean;
- 2) Any travel between the Contractor's place of business and the Halifax Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

B. Moncton Metropolitan Area

- 1) Work performed within the Moncton Metropolitan Area. The Moncton Metropolitan Area is defined as: Bounded on the west by a north-south line running from Carleton to Saint John, on the north by the Northumberland Strait, on the east and the south by the Nova Scotia border;



- 2) Any travel between the Contractor's place of business and the Moncton Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

C. Montreal Metropolitan Area

- 1) Work performed within the Montreal Metropolitan Area. The Montreal Metropolitan Area is defined as: Bounded on the west by the Ontario border and a north-south line running from Ste-Agathe-des-Monts to Carillon, as far north as Louiseville, on the east by a north-south line from Louiseville, passing by Drummondville, to Bromont, on the south by the United States of America (USA) border;
- 2) Any travel between the Contractor's place of business and the Montreal Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

D. Quebec City Metropolitan Area

- 1) Work performed within the Quebec City Metropolitan Area. The Quebec City Metropolitan Area is defined as: Bounded on the west by a north-south line running from Lac-Jacques-Cartier to Trois-Rivières, as far north as Baie-St-Paul on the North shore and St-Jean-Port-Joli on the South shore, on the east by a north-south line running from St-Jean-Port-Joli to St-Georges, on the south by a west-east line running from St-Georges to Trois-Rivières;
- 2) Any travel between the Contractor's place of business and the Quebec City Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

E. National Capital Metropolitan Area

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

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

F. Toronto Metropolitan Area

- 1) Work performed within the Toronto Metropolitan Area. The Toronto Metropolitan Area is defined as: Bounded on the west by a south-north line running from Burlington to Caledon, on the north by a west-east line running from Caledon to Newmarket, on the east by a north-south line from Newmarket to Oshawa, on the south by the Lake Ontario;



- 2) Any travel between the Contractor's place of business and the Toronto Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

G. Calgary Metropolitan Area

- 1) Work performed within the Calgary Metropolitan Area. The Calgary Metropolitan Area is defined as: Bounded on the west by a north-south line running from Canmore to High River, on the north by a west-east line running from Canmore to Olds, on the east by a north-south line from Strathmore to Olds, on the south by an east-west line from Strathmore to High River;
- 2) Any travel between the Contractor's place of business and the Calgary Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

H. Edmonton Metropolitan Area

- 1) Work performed within the Edmonton Metropolitan Area. The Edmonton Metropolitan Area is defined as: Bounded on the west by a north-south line running from Westlock to Gainford, on the north by a west-east line running from Westlock to Vegreville, on the east by a north-south line from Vegreville to Ponoka, on the south by an east-west line from Ponoka to Gainford;
- 2) Any travel between the Contractor's place of business and the Edmonton Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

I. Saskatoon Metropolitan Area

- 1) Work performed within the Saskatoon Metropolitan Area. The Saskatoon Metropolitan Area is defined as: Bounded on the west by a north-south line running from North Battleford to Biggar, on the north by a west-east line running from North Battleford to Prince Albert, on the east by a north-south line from Prince Albert to Kenaston, on the south by an east-west line from Kenaston to Biggar;
- 2) Any travel between the Contractor's place of business and the Saskatoon Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

J. Winnipeg Metropolitan Area

- 1) Work performed within the Winnipeg Metropolitan Area. The Winnipeg Metropolitan Area is defined as: Bounded on the west by a north-south line running from Portage la Prairie to Morris, on the north by a west-east line running from Morris to Reynolds, on the east by a north-south line from Reynolds to Netley, on the south by an east-west line from Netley to Portage la Prairie;



- 2) Any travel between the Contractor’s place of business and the Winnipeg Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

K. Vancouver Metropolitan Area

- 1) Work performed within the Vancouver Metropolitan Area. The Vancouver Metropolitan Area is defined as: Bounded on the west by the Strait of Georgia, on the south by the United States of America (USA) border and by a north-south line from Lions Bay to Abbotsford;
- 2) Any travel between the Contractor’s place of business and the Vancouver Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

L. Victoria Metropolitan Area

- 1) Work performed within the Victoria Metropolitan Area. The Victoria Metropolitan Area is defined as: Bounded on the west, south and north by the Strait of Georgia, on the east by a north-south line from Nanaimo to Sooke;
- 2) Any travel between the Contractor’s place of business and the Victoria Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

Offerors should only include the Pricing Schedule for each Domain for which the Offeror is proposing service in their offer.

A. Initial Period of the Standing Offer

1.0 Professional Fees

DOMAIN 1 – STAFFING	
COLUMN A FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$)	LOCATION Identify the Region(s) and/or Metropolitan Area(s) where the Offeror can provide services where Canada will not incur travel and living expenses



DOMAIN 2 – LABOUR RELATIONS	
COLUMN A FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$)	LOCATION Identify the Region(s) and/or Metropolitan Area(s) where the Offeror can provide services where Canada will not incur travel and living expenses

DOMAIN 3 – DISABILITY CASE MANAGEMENT	
COLUMN A FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$)	LOCATION Identify the Region(s) and/or Metropolitan Area(s) where the Offeror can provide services where Canada will not incur travel and living expenses

B – Optional Period(s) beyond the Initial Period of the Standing Offer

1.0 Professional Fees

DOMAIN 1 – STAFFING			
COLUMN B FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 1	COLUMN C FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 2	COLUMN D FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 3	LOCATION Identify the Region(s) and/or Metropolitan Area(s) where the Offeror can provide services where Canada



			will not incur travel and living expenses

DOMAIN 2 – LABOUR RELATIONS			
COLUMN B	COLUMN C	COLUMN D	LOCATION
FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 1	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 2	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 3	Identify the Region(s) and/or Metropolitan Area(s) where the Offeror can provide services where Canada will not incur travel and living expenses

DOMAIN 3 – DISABILITY CASE MANAGEMENT			
COLUMN B	COLUMN C	COLUMN D	LOCATION
FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 1	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 2	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 3	Identify the Region(s) and/or Metropolitan Area(s) where the Offeror can provide services where Canada will not incur travel and living expenses



Evaluated Price (excluding applicable taxes): \$ _____
(Sum of columns A, B, C and D / 4)

The firm all-inclusive daily rates will be added together and divided by four (4) to arrive at the total average all-inclusive daily rate for each Domain and Location.

The total estimated amount of Applicable Taxes is to be shown separately, as applicable.



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.
- c) Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.
- d) Each Domain will be evaluated separately. Offerors must clearly indicate the Domain(s) for which the Offeror is proposing service. Offerors can choose to submit a proposal for only one (1) Domain or for multiple Domain(s).

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

Refer to Attachment 1 to Part 3.

4.2 Basis of Selection

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the Request for Standing Offers (RFSO); and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of points overall for the technical evaluation criteria which are subject to point rating.
2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive. A Departmental Individual Standing Offer (DISO) will be issued to all responsive Offerors.
3. **The responsive Offerors will be ranked in ascending order, from the lowest evaluated price to the highest evaluated price for each Domain and Location.**
4. In the event that two or more responsive offers have the same lowest evaluated price, the responsive offer that obtained the highest overall score for all the point rated technical criteria will be ranked first.
5. Work allocation will be assigned to responsive Offerors as stated in Part 7A, clause 7.9.



ATTACHMENT 1 TO PART 4 EVALUATION CRITERIA

Offerors must clearly identify in their offer the Domain(s) in which they are offering their services.

Each Domain has its own set of mandatory and point rated criteria.

Mandatory Technical Criteria

The offer must meet the mandatory technical criteria specified in the table(s) inserted below (for that specific Domain). The Offeror must provide the necessary documentation to support compliance with this requirement.

Offers which fail to meet the mandatory technical criteria specified (for that specific Domain) will be declared non-responsive. Each mandatory technical criterion specified should be addressed separately.

The Canada School of Public Service (CSPS) may choose to terminate the evaluation (for that specific Domain) upon the first finding of non-compliance with a mandatory requirement.

Point Rated Technical Criteria

Offers which meet all the mandatory technical criteria (in a specific Domain) will be evaluated and scored as specified in the table(s) inserted below (for the same Domain).

For each point rated technical criteria, scores will be totaled for each resource and then divided by the number of proposed resources to arrive at an average score for the specific criteria.

Offers which fail to obtain the minimum number of points specified will be declared non-responsive (for that specific Domain). Each point rated technical criterion should be addressed separately.



1.0 DOMAIN 1: STAFFING

1.1 Mandatory Technical Criteria for the Staffing Domain

Mandatory Technical Criteria (MT) for the Staffing Domain				
Number	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Offer
MT1	<p>A. For the Atlantic Region, the Ontario Region, the Western Region and the Pacific Region</p> <p>For each region for which services are offered, the Offeror must propose up to a maximum of three (3) resources that can teach the Staffing courses in English.</p> <p>B. For the National Capital Region (NCR) and the Quebec Region</p> <p>For each region for which services are offered, the Offeror must propose up to a maximum of three (3) resources that can teach the Staffing courses in English and in French as per the following:</p> <p>a) One (1) or more resource(s) that can teach the courses in English</p> <p>AND/OR</p> <p>b) One (1) or more resource(s) that can teach the courses in French</p> <p>AND/OR</p> <p>c) One (1) or more bilingual resource(s) that can teach the courses in both English and in French.</p>			
MT2	The Offeror must demonstrate that each proposed resource has delivered a minimum of twenty-five			



	<p>(25) training days, within the last five (5) years, at time of solicitation closing date, as an instructor in an adult learning classroom environment.</p> <p>In order to demonstrate this criteria, the Offeror must provide the following information for each proposed resource:</p> <ol style="list-style-type: none"> 1. Resource Name; 2. Where (client name, organization name, email address and/or telephone number of client contact) the stated experience was obtained; 3. When (start and end dates [e.g. April 1, 2014 to April 3, 2014 = 3 days] of instructing with the total number of days) the stated experience was obtained; 4. The course name and objective; 5. Language of delivery. <p>Client reference may be contacted to validate the experience information provided.</p> <p>Each period must be distinct, meaning each delivery day cannot overlap any other delivery day.</p> <p>All adult training delivery, even though it might consist of the same course, will be considered.</p>			
<p>MT3</p>	<p>The Offeror must demonstrate that each proposed resource has a minimum of five (5) years of experience, within the last fifteen (15) years, at time of solicitation closing date, working in the area of Staffing (including as an instructor) within a public and/or private sector organization.</p> <p>Working in the area of Staffing includes performing and/or teaching a minimum of any three (3) of the following tasks:</p> <ol style="list-style-type: none"> a. Provide guidance to managers on policy interpretation, recruitment and selection; b. Coordinate nomination processes; c. Develop staffing plans; d. Assist in the development of assessment tools. <p>Working within the public and/or private sector includes as an employee and/or as a consultant.</p> <p>In order to demonstrate this criteria, the Offeror must provide the following information for each proposed resource:</p>			



	<ol style="list-style-type: none"> 1. Resource Name; 2. Where (client name, organization name, email address and/or telephone number of client contact) the stated experience was obtained; 3. When (start and end dates [month/year to month/year] of the engagement) the stated experience was obtained; 4. How (role and responsibilities during the engagement) the stated experience was obtained. <p>Client reference may be contacted to validate the experience information provided.</p> <p>Each period must be distinct, meaning each twelve (12) month period cannot overlap any other twelve (12) month period. Any months of experience listed whose timeframe overlaps that of another timeframe will only be counted once.</p>			
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1.2 Point Rated Technical Criteria for the Staffing Domain

Point Rated Technical Criteria (RT) for the Staffing Domain				
Number	Point Rated Technical Criterion	Weighting (Points)	Maximum Points	Cross Reference to Offer
RT1	<p>The Offeror should demonstrate that each proposed resource has up to three (3) years of experience, within the last fifteen (15) years, at time of solicitation closing date, working at the management level in the area of Human Resources Management or Human Resources Operations within a public and/or private sector organization.</p> <p>The definition of management level is working as a Human Resources (HR) specialist at the Team Leader level and/or above (HR Manager, Director in HR, and Director General in HR) in the public sector or an equivalent rank in the private sector.</p>	<p><i>Points will be allocated as follows:</i></p> <p><i>5 points per year of experience working at the management level and/or above, up to a maximum of 15 points per resource.</i></p>	15	



	<p>Working within the public and/or private sector includes as an employee and/or as a consultant.</p> <p>In order to demonstrate this criteria, the Offeror should provide the following information for each proposed resource:</p> <ol style="list-style-type: none"> 1. Resource Name; 2. Official Title; 3. Where (client name, organization name, email address and/or telephone number of client contact) the stated experience was obtained; 4. When (start and end dates [month/year to month/year] of the engagement) the stated experience was obtained; 5. How (role and responsibilities during the engagement) the stated experience was obtained. <p>Client reference may be contacted to validate the experience information provided.</p> <p>Each period must be distinct, meaning each twelve (12) month period cannot overlap any other twelve (12) month period. Any months of experience listed whose timeframe overlaps that of another timeframe will only be counted once.</p>			
<p>RT2</p>	<p>The Offeror should demonstrate that each proposed resource has experience working in/with at least one (1) federal public sector organization, working as a HR Specialist where the work undertaken included Staffing.</p> <p>Working within the federal public sector includes as an employee and/or as a consultant.</p> <p>In order to demonstrate this criteria, the Offeror should provide the following information for each proposed resource:</p> <ol style="list-style-type: none"> 1. Resource Name; 2. Official Title; 3. Where (client name, organization name, email address and/or telephone number of client contact) the stated experience was obtained; 4. When (start and end dates [month/year to 	<p><i>Points will be allocated as follows:</i></p> <p><i>5 points per federal public sector organization, up to a maximum of 15 points per resource.</i></p>	<p>15</p>	



	<p>month/year] of the engagement) the stated experience was obtained;</p> <p>5. How (role and responsibilities during the engagement) the stated experience was obtained.</p> <p>Client reference may be contacted to validate the experience information provided.</p>			
RT3	<p>The Offeror should demonstrate that each proposed resource has delivered up to ten (10) training days, within the last five (5) years, at time of solicitation closing date, in instructing in the area of Staffing.</p> <p>In order to demonstrate this criteria, the Offeror should provide the following information for each proposed resource:</p> <ol style="list-style-type: none"> 1. Resource Name; 2. Where (client name, organization name, email address and/or telephone number of client contact) the stated experience was obtained; 3. When (start and end dates [e.g. April 1, 2014 to April 3, 2014 = 3 days] of instructing with the total number of days) the stated experience was obtained; 4. The course name and objective; 5. Language of delivery. <p>Client reference may be contacted to validate the experience information provided.</p> <p>Each period must be distinct, meaning each delivery day cannot overlap any other delivery day.</p> <p>All adult training delivery, even though it might consist of the same course, will be considered.</p>	<p><i>Points will be allocated as follows:</i></p> <p><i>1 point per day of training, up to a maximum of 10 points per resource.</i></p>	10	
<p>Total of all the Point Rated Technical Criteria</p> <p>Overall Minimum required score to obtain is: 70% or 28 points</p>			40	



2.0 DOMAIN 2: LABOUR RELATIONS

2.1 Mandatory Technical Criteria for the Labour Relations Domain

Mandatory Technical Criteria (MT) for the Labour Relations Domain				
Number	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Offer
MT1	<p>A. For the Atlantic Region, the Ontario Region, the Western Region and the Pacific Region</p> <p>For each region for which services are offered, the Offeror must propose up to a maximum of three (3) resources that can teach the Labour Relations courses in English.</p> <p>B. For the National Capital Region (NCR) and the Quebec Region</p> <p>For each region for which services are offered, the Offeror must propose up to a maximum of three (3) resources that can teach the Labour Relations courses in English and in French as per the following:</p> <p>a) One (1) or more resource(s) that can teach the courses in English</p> <p>AND/OR</p> <p>b) One (1) or more resource(s) that can teach the courses in French</p> <p>AND/OR</p> <p>c) One (1) or more bilingual resource(s) that can teach the courses in both English and in French.</p>			
MT2	The Offeror must demonstrate that each proposed			



	<p>resource has delivered a minimum of twenty-five (25) training days, within the last five (5) years, at time of solicitation closing date, as an instructor in an adult learning classroom environment.</p> <p>In order to demonstrate this criteria, the Offeror must provide the following information for each proposed resource:</p> <ol style="list-style-type: none"> 1. Resource Name; 2. Where (client name, organization name, email address and/or telephone number of client contact) the stated experience was obtained; 3. When (start and end dates [e.g. April 1, 2014 to April 3, 2014 = 3 days] of instructing with the total number of days) the stated experience was obtained; 4. The course name and objective; 5. Language of delivery. <p>Client reference may be contacted to validate the experience information provided.</p> <p>Each period must be distinct, meaning each delivery day cannot overlap any other delivery day.</p> <p>All adult training delivery, even though it might consist of the same course, will be considered.</p>			
MT3	<p>The Offeror must demonstrate that each proposed resource has a minimum of five (5) years of experience, within the last fifteen (15) years, at time of solicitation closing date, working in the area of Labour Relations (including as an instructor) within a public and/or private sector organization.</p> <p>Working in the area of Labour Relations includes performing and/or teaching a minimum of any three (3) of the following tasks:</p> <ol style="list-style-type: none"> a. Provide managers with advice and guidance on Labour Relations issues; b. Negotiate collective agreements; c. Investigate harassment complaints; d. Coordinate the grievance process. <p>Working within the public and/or private sector includes as an employee and/or as a consultant.</p> <p>In order to demonstrate this criteria, the Offeror must provide the following information for each proposed resource:</p>			



	<ol style="list-style-type: none"> 1. Resource Name; 2. Where (client name, organization name, email address and/or telephone number of client contact) the stated experience was obtained; 3. When (start and end dates [month/year to month/year] of the engagement) the stated experience was obtained; 4. How (role and responsibilities during the engagement) the stated experience was obtained. <p>Client reference may be contacted to validate the experience information provided.</p> <p>Each period must be distinct, meaning each twelve (12) month period cannot overlap any other twelve (12) month period. Any months of experience listed whose timeframe overlaps that of another timeframe will only be counted once.</p>			
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2.2 Point Rated Technical Criteria for the Labour Relations Domain

Point Rated Technical Criteria (RT) for the Labour Relations Domain				
Number	Point Rated Technical Criterion	Weighting (Points)	Maximum Points	Cross Reference to Offer
RT1	<p>The Offeror should demonstrate that each proposed resource has up to three (3) years of experience, within the last fifteen (15) years, at time of solicitation closing date, working at the management level in the area of Human Resources Management or Human Resources Operations within a public and/or private sector organization.</p> <p>The definition of management level is working as a Human Resources (HR) specialist at the Team Leader level and/or above (HR Manager, Director in HR, and Director General in HR) in the public sector or an equivalent rank in the private sector.</p>	<p><i>Points will be allocated as follows:</i></p> <p><i>5 points per year of experience working at the management level and/or above, up to a maximum of 15 points per resource.</i></p>	15	



	<p>Working within the public and/or private sector includes as an employee and/or as a consultant.</p> <p>In order to demonstrate this criteria, the Offeror should provide the following information for each proposed resource:</p> <ol style="list-style-type: none"> 1. Resource Name; 2. Official Title; 3. Where (client name, organization name, email address and/or telephone number of client contact) the stated experience was obtained; 4. When (start and end dates [month/year to month/year] of the engagement) the stated experience was obtained; 5. How (role and responsibilities during the engagement) the stated experience was obtained. <p>Client reference may be contacted to validate the experience information provided.</p> <p>Each period must be distinct, meaning each twelve (12) month period cannot overlap any other twelve (12) month period. Any months of experience listed whose timeframe overlaps that of another timeframe will only be counted once.</p>			
<p>RT2</p>	<p>The Offeror should demonstrate that each proposed resource has experience working in/with at least one (1) federal public sector organization, working as a HR Specialist where the work undertaken included Labour Relations.</p> <p>Working within the federal public sector includes as an employee and/or as a consultant.</p> <p>In order to demonstrate this criteria, the Offeror should provide the following information for each proposed resource:</p> <ol style="list-style-type: none"> 1. Resource Name; 2. Official Title; 3. Where (client name, organization name, email address and/or telephone number of client contact) the stated experience was obtained; 	<p><i>Points will be allocated as follows:</i></p> <p><i>5 points per federal public sector organization, up to a maximum of 15 points per resource.</i></p>	<p>15</p>	



	<p>4. When (start and end dates [month/year to month/year] of the engagement) the stated experience was obtained;</p> <p>5. How (role and responsibilities during the engagement) the stated experience was obtained.</p> <p>Client reference may be contacted to validate the experience information provided.</p>			
RT3	<p>The Offeror should demonstrate that each proposed resource has delivered up to ten (10) training days, within the last five (5) years, at time of solicitation closing date, in instructing in the area of Labour Relations.</p> <p>In order to demonstrate this criteria, the Offeror should provide the following information for each proposed resource:</p> <ol style="list-style-type: none"> 1. Resource Name; 2. Where (client name, organization name, email address and/or telephone number of client contact) the stated experience was obtained; 3. When (start and end dates [e.g. April 1, 2014 to April 3, 2014 = 3 days] of instructing with the total number of days) the stated experience was obtained; 4. The course name and objective; 5. Language of delivery. <p>Client reference may be contacted to validate the experience information provided.</p> <p>Each period must be distinct, meaning each delivery day cannot overlap any other delivery day.</p> <p>All adult training delivery, even though it might consist of the same course, will be considered.</p>	<p><i>Points will be allocated as follows:</i></p> <p><i>1 point per day of training, up to a maximum of 10 points per resource.</i></p>	10	
Total of all the Point Rated Technical Criteria			40	
Overall Minimum required score to obtain is: 70% or 28 points				



3.0 DOMAIN 3: DISABILITY CASE MANAGEMENT

3.1 Mandatory Technical Criteria for the Disability Case Management Domain

Mandatory Technical Criteria (MT) for the Disability Case Management Domain				
Number	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Offer
MT1	<p>A. For the Atlantic Region, the Ontario Region, the Western Region and the Pacific Region</p> <p>For each region for which services are offered, the Offeror must propose up to a maximum of three (3) resources that can teach the Disability Case Management courses in English.</p> <p>B. For the National Capital Region (NCR) and the Quebec Region</p> <p>For each region for which services are offered, the Offeror must propose up to a maximum of three (3) resources that can teach the Disability Case Management courses in English and in French as per the following:</p> <p>a) One (1) or more resource(s) that can teach the courses in English</p> <p>AND/OR</p> <p>b) One (1) or more resource(s) that can teach the courses in French</p> <p>AND/OR</p> <p>c) One (1) or more bilingual resource(s) that can teach the courses in both English and in French.</p>			
MT2	The Offeror must demonstrate that each proposed			



	<p>resource has delivered a minimum of twenty-five (25) training days, within the last five (5) years, at time of solicitation closing date, as an instructor in an adult learning classroom environment.</p> <p>In order to demonstrate this criteria, the Offeror must provide the following information for each proposed resource:</p> <ol style="list-style-type: none"> 1. Resource Name; 2. Where (client name, organization name, email address and/or telephone number of client contact) the stated experience was obtained; 3. When (start and end dates [e.g. April 1, 2014 to April 3, 2014 = 3 days] of instructing with the total number of days) the stated experience was obtained; 4. The course name and objective; 5. Language of delivery. <p>Client reference may be contacted to validate the experience information provided.</p> <p>Each period must be distinct, meaning each delivery day cannot overlap any other delivery day.</p> <p>All adult training delivery, even though it might consist of the same course, will be considered.</p>			
<p>MT3</p>	<p>The Offeror must demonstrate that each proposed resource has a minimum of five (5) years of experience, within the last fifteen (15) years, at time of solicitation closing date, working in the area of Disability Case Management (including as an instructor) within a public and/or private sector organization.</p> <p>Working in the area of Disability Case Management includes performing and/or teaching a minimum of any two (2) of the following tasks:</p> <ol style="list-style-type: none"> a. Coordinate the departmental Disability Management Program; b. Manage Disability Cases; c. Provide advice on return-to-work procedures; d. Provide guidance to managers on Disability Management. <p>Working within the public and/or private sector includes as an employee and/or as a consultant.</p>			



	<p>In order to demonstrate this criteria, the Offeror must provide the following information for each proposed resource:</p> <ol style="list-style-type: none"> 1. Resource Name; 2. Where (client name, organization name, email address and/or telephone number of client contact) the stated experience was obtained; 3. When (start and end dates [month/year to month/year] of the engagement) the stated experience was obtained; 4. How (role and responsibilities during the engagement) the stated experience was obtained. <p>Client reference may be contacted to validate the experience information provided.</p> <p>Each period must be distinct, meaning each twelve (12) month period cannot overlap any other twelve (12) month period. Any months of experience listed whose timeframe overlaps that of another timeframe will only be counted once.</p>			
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3.2 Point Rated Technical Criteria for the Disability Case Management Domain

Point Rated Technical Criteria (RT) for the Disability Case Management Domain				
Number	Point Rated Technical Criterion	Weighting (Points)	Maximum Points	Cross Reference to Offer
RT1	<p>The Offeror should demonstrate that each proposed resource has up to three (3) years of experience, within the last fifteen (15) years, at time of solicitation closing date, working at the management level in the area of Human Resources Management or Human Resources Operations within a public and/or private sector organization.</p> <p>The definition of management level is working as a Human Resources (HR) specialist at the Team Leader level and/or above (HR Manager, Director in HR, and Director General</p>	<p><i>Points will be allocated as follows:</i></p> <p><i>5 points per year of experience working at the management level and/or above, up to a maximum of 15 points per resource.</i></p>	15	



	<p>in HR) in the public sector or an equivalent rank in the private sector.</p> <p>Working within the public and/or private sector includes as an employee and/or as a consultant.</p> <p>In order to demonstrate this criteria, the Offeror should provide the following information for each proposed resource:</p> <ol style="list-style-type: none"> 1. Resource Name; 2. Official Title; 3. Where (client name, organization name, email address and/or telephone number of client contact) the stated experience was obtained; 4. When (start and end dates [month/year to month/year] of the engagement) the stated experience was obtained; 5. How (role and responsibilities during the engagement) the stated experience was obtained. <p>Client reference may be contacted to validate the experience information provided.</p> <p>Each period must be distinct, meaning each twelve (12) month period cannot overlap any other twelve (12) month period. Any months of experience listed whose timeframe overlaps that of another timeframe will only be counted once.</p>			
<p>RT2</p>	<p>The Offeror should demonstrate that each proposed resource has experience working in/with at least one (1) federal public sector organization, working as a HR Specialist where the work undertaken included Disability Case Management.</p> <p>Working within the federal public sector includes as an employee and/or as a consultant.</p> <p>In order to demonstrate this criteria, the Offeror should provide the following information for each proposed resource:</p> <ol style="list-style-type: none"> 1. Resource Name; 2. Official Title; 3. Where (client name, organization name, 	<p><i>Points will be allocated as follows:</i></p> <p><i>5 points per federal public sector organization, up to a maximum of 15 points per resource.</i></p>	<p>15</p>	



	<p>email address and/or telephone number of client contact) the stated experience was obtained;</p> <ol style="list-style-type: none"> 4. When (start and end dates [month/year to month/year] of the engagement) the stated experience was obtained; 5. How (role and responsibilities during the engagement) the stated experience was obtained. <p>Client reference may be contacted to validate the experience information provided.</p>			
RT3	<p>The Offeror should demonstrate that each proposed resource has delivered up to ten (10) training days, within the last five (5) years, at time of solicitation closing date, in instructing in the area of Disability Case Management.</p> <p>In order to demonstrate this criteria, the Offeror should provide the following information for each proposed resource:</p> <ol style="list-style-type: none"> 1. Resource Name; 2. Where (client name, organization name, email address and/or telephone number of client contact) the stated experience was obtained; 3. When (start and end dates [e.g. April 1, 2014 to April 3, 2014 = 3 days] of instructing with the total number of days) the stated experience was obtained; 4. The course name and objective; 5. Language of delivery. <p>Client reference may be contacted to validate the experience information provided.</p> <p>Each period must be distinct, meaning each delivery day cannot overlap any other delivery day.</p> <p>All adult training delivery, even though it might consist of the same course, will be considered.</p>	<p><i>Points will be allocated as follows:</i></p> <p><i>1 point per day of training, up to a maximum of 10 points per resource.</i></p>	10	
Total of all the Point Rated Technical Criteria			40	
Overall Minimum required score to obtain is: 70% or 28 points				



ATTACHMENT 2 TO PART 4 CORPORATE PROFILE TABLE

LOCATION AND LANGUAGE CAPABILITY OF INSTRUCTORS TO DELIVER CLASSROOM TRAINING OF VARIOUS HUMAN RESOURCES (HR) COURSES

The Offeror should complete the following table to identify the language capability of each proposed resource for the identified locations (Regions and/or Metropolitan Areas) where they can provide the services identified for each Domain that an offer is submitted for and where Canada will not incur travel and living expenses.

LOCATIONS BY REGION / METROPOLITAN AREA	LOCATION: Identify Location where Canada will not incur travel and living expenses (insert a "X" below in all those that apply)	LANGUAGE CAPABILITY: Identify language capability by Location for each Resource Use: E = English F = French B = Bilingual	DOMAIN: Identify Domain by Location Use: Domain 1 – S Domain 2 – LR Domain 3 – DCM	NAME OF RESOURCE(S) AVAILABLE BY LOCATION:
ATLANTIC REGION:				
Nova Scotia				
New Brunswick				
Prince Edward Island				
Newfoundland including Labrador				
Halifax Metropolitan Area				
Moncton Metropolitan Area				
QUEBEC REGION (The province of Quebec with the exception of the National Capital Region)				



Montreal Metropolitan Area				
Quebec City Metropolitan Area				
NATIONAL CAPITAL REGION (National Capital Metropolitan Area)				
ONTARIO REGION (The province of Ontario with the exception of the National Capital Region)				
Toronto Metropolitan Area				
WESTERN REGION:				
Alberta				
Manitoba				
Saskatchewan				
Northwest Territories				
Nunavut				
Calgary Metropolitan Area				
Edmonton Metropolitan Area				
Saskatoon Metropolitan Area				
Winnipeg Metropolitan Area				
PACIFIC REGION:				



British Columbia				
Yukon Territory				
Vancouver Metropolitan Area				
Victoria Metropolitan Area				



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. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor 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 contract 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 Contract.

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.

5.2 Certifications Precedent to 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.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 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.

5.2.3 Status of Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offers, 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.

5.2.4 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

5.2.5 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.



Integrity Provisions - List of Names

Complete the on-screen form: [List of names for integrity verification form \(http://www.tpsgc-pwgc.gc.ca/ci-if-ln-form-eng.html\)](http://www.tpsgc-pwgc.gc.ca/ci-if-ln-form-eng.html)

Or complete the PDF form below:

Supplier Information / Renseignements sur le fournisseur	
* Supplier's Legal Name (required) / * Dénomination sociale du fournisseur (obligatoire)	
* Supplier's Address (required) / * Adresse du fournisseur (obligatoire)	
Supplier's Procurement Business No. (PBN) (optional) / N° d'entreprise-appvisionnement (NEA) du fournisseur (optionnel)	
* Solicitation No. (required) / * N° de l'invitation à soumissionner (obligatoire)	
* Date of Bid, or Closing Date of Invitation to Offer (yyyy/mm/dd) (required) / * Date de la soumission, ou de la date de clôture de l'invitation à soumissionner (aaaa/mm/jj) (obligatoire)	
List of Names / Liste de noms	
* Name 1 (required) / * Nom 1 (obligatoire)	* Title 1 (required) / * Titre 1 (obligatoire)
* Name 2 (required) / * Nom 2 (obligatoire)	* Title 2 (required) / * Titre 2 (obligatoire)
* Name 3 (required) / * Nom 3 (obligatoire)	* Title 3 (required) / * Titre 3 (obligatoire)
* Name 4 (required) / * Nom 4 (obligatoire)	* Title 4 (required) / * Titre 4 (obligatoire)
* Name 5 (required) / * Nom 5 (obligatoire)	* Title 5 (required) / * Titre 5 (obligatoire)
* Name 6 (required) / * Nom 6 (obligatoire)	* Title 6 (required) / * Titre 6 (obligatoire)
* Name 7 (required) / * Nom 7 (obligatoire)	* Title 7 (required) / * Titre 7 (obligatoire)
Declaration / Déclaration	
* I, (name) (required) / Je, * (nom) (obligatoire) :	
* (position) (required) / * (poste) (obligatoire) :	
* of (supplier's name) (required) / * à (nom de la société de l'entrepreneur) (obligatoire) :	
<p>declare that the information provided in this form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted. /</p> <p>déclare que les renseignements inscrits dans ce formulaire sont, au meilleur de mes connaissances, véridiques, exactes et complètes. Je suis conscient que le défaut de fournir la liste des noms dans le délai prescrit rendra ma soumission ou mon offre irrecevable, ou autrement entraînera mon exclusion du processus d'attribution de l'accord immobilier ou du contrat. Je suis conscient que pendant l'évaluation des soumissions ou des offres, je dois, dans les 10 jours ouvrables, informer par écrit l'autorité contractante de toute modification de la liste des noms. Je suis également conscient qu'après l'attribution du contrat, je dois informer le Registraire d'inadmissibilité et de suspension dans les 10 jours ouvrables suivant tout changement à la liste de noms présentée.</p>	
Signature / signature	Date (yyyy/mm/dd) / date (aaaa/mm/jj)



PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
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.
3. For additional information on security requirements, Offerors should refer to the [Contracts Security Program](#) of Public Works and Government Services Canada (<http://www.tpgsc-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 perform the Work 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 ISP) apply and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Offeror must comply with the provisions of the:
 - a) Security Requirements Check List (SRCL) and security guide (if applicable), attached at Annex C;
 - b) Industrial Security Manual (Latest Edition).

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 with the following changes:

- Wherever Public Works and Government Services Canada (PWGSC) revise to read "Canada School of Public Service (the School)" with the exception of article 11 Integrity Provisions – Standing Offer where any reference to PWGSC remains.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.



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

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

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) 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 date of issuance of the Standing Offer for a period of one (1) year.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional periods of one (1) year each, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name:

Title:

Organization:

Telephone:

E-mail address:

(The name of the Standing Offer Authority will be provided at Standing Offer award)

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/she 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 identified in the call-up against the Standing Offer.

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

7.5.3 Offeror's Representative

(To be determined)

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Canada School of Public Service.

7.8 Call-up Procedures

1. The Project Authority will provide the Offeror with a description of the Work to be performed in sufficient detail to enable the Offeror to submit a price for the completion of the work, prior to commencement of the Work.

The Work Request will contain as a minimum:

- the Domain of services required;
 - the Work Location (Region and/or Metropolitan Area) in which the services must be provided;
 - the details of the work activities to be performed within the scope of the standing offer;
 - a schedule indicating start and end dates for courses required;
 - an estimated number of person-day level required;
 - a proposed basis of payment using either a firm price, a ceiling price or all-inclusive daily rate(s) not to exceed a financial limitation in accordance with the firm daily rates established in the Basis of Payment, Annex B of the Standing Offer.
2. The Offeror will provide its price proposal in accordance with the basis of payment indicated in the Work Request and provide a delivery schedule with a final completion date for the Work with supporting details within the specified number of working days and/or hours requested by the Project Authority, otherwise the Offeror will be by-passed and another Offeror will be contacted.
 3. If the Offeror cannot fulfill the Work Request, the Offeror representative must send a written confirmation and state the reason(s) of non-acceptance. The written confirmation must be forwarded via electronic mail to the requesting Project Authority within the specified number of working days indicated in the Work Request.



4. If a response is not received within the number of working days requested by the Project Authority, or if the Offeror has confirmed that he cannot fulfill the Work Request, the Work Request will then be forwarded to another Offeror. This process will continue until the requirement can be fully addressed by an Offeror.
5. The Offeror will be authorized by the Project Authority to proceed with the Work by the issuance of a Call-up against a Standing Offer (Call-up) form. A description of the Work to be performed will be attached to or included in the Call-up form.

The Offeror must not commence work until a signed call-up form has been received. The Offeror acknowledges that any and all work performed in the absence of the aforementioned approved Call-up will be done at the Offeror's own risk, and Canada will not be liable for payment thereof, unless or until an approved call-up is provided by the Project Authority.

7.9 Work Allocation

The work will be allocated to the Offeror by first considering the following criteria:

1. Domain;
2. Location (Region and/or Metropolitan Area) in which the Offeror has agreed to work without travel and living expenses, where required;
3. Language capabilities; and
4. Availability at time stated in work request

When issuing a Call-up against a Standing Offer, the Project Authority will select the Offeror based on the following basis: **Right of First Refusal.**

Right of First Refusal basis:

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked Offeror to determine if the requirement can be satisfied by that Offeror. If the highest-ranked Offeror is able to meet the requirement, a call-up is made against its standing offer. If that Offeror is unable to meet the requirement, the identified user will contact the next ranked Offeror. The identified user will continue to proceed as above until one Offeror indicates that it can meet the requirement of the call-up.

Note: When Work is required in a location where there are no Offerors that have qualified for a Standing Offer, the Offeror who is closest in proximity to the location where the Work is required will be the first Offeror to be approached with the Work Request by the identified user before any other Offeror. If that Offeror is unable to meet the requirement, the identified user will contact the next closest Offeror. The identified user will continue to proceed until one Offeror indicates that it can meet the requirement. Travel and living expenses will be paid to the Offeror when/if this situation occurs.

7.10 Call-up Instrument

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

7.11 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000 (Applicable Taxes included).



7.12 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment
- g) Annex C, Security Requirements Check List;
- h) Annex D, Quarterly Standing Offer Usage Report; and
- i) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer. "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

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 contract that would continue beyond the period of the SO.

7.13.2 SACC Manual Clauses

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 _____. (*Insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

7.15 Additional Resources

The Offeror may request that additional resources be added to the Standing Offer list of authorized resources at the discretion of Canada, by providing all information and documents requested in Attachment 1 to Part 4 – Evaluation Criteria of the Request for Standing Offer (RFSO) to the Standing Offer Authority. The information received for all additional resources proposed will be evaluated in accordance with the Basis of Selection. Canada reserves the right to accept or reject any additional resources proposed by the Offeror.

The firm all-inclusive daily rate(s) quoted for additional resources for the remaining years will have to meet the conditions of the article below entitled "Rates for Additional Resources".



7.16 Rates for Additional Resources

For additional resources approved by CSPS during the Standing Offer period in accordance with article 7.15 of the Standing Offer entitled “Additional Resources”:

- The firm all-inclusive daily rate(s) for additional resources proposed must be the same as the all-inclusive daily rate(s) proposed in the Offeror’s Offer within the specific period for the same Domain and Work Location (Region and/or Metropolitan Area).

7.17 Disclosure of Pricing

The Offeror agrees to the disclosure of its prices provided under the Standing Offer by Canada, and further agrees that it will have no right to claim against Canada, the client, their employees, agents or servants in relation to such disclosure.

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 with the following changes:

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

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Payment

7.4.1 Basis of Payment

One of the following Basis of Payment will form part of any resulting Call-up:



A Firm Price

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

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

B Ceiling Price

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B to a ceiling price of \$_____ (*insert the amount at contract award*). Customs duty are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

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

C Limitation of Expenditure

1. The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duty 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 the sum:
 - a) when it is 75 percent committed, or
 - b) four (4) months before the Contract expiry date, or
 - c) as soon as the Contractor considers that the contract 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.



7.4.3 Limitation of Expenditure – Authorized travel and living expenses

One of the following Travel and Living Clauses will form part of any resulting Call-up:

A Limitation of Expenditure – Authorized Travel and Living Expenses for Call-ups issued under a Region:

For Work to be performed at a work location within a Region (not including Metropolitan Areas):

- a. Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - i. Services provided within 100 km of the work location; and
 - ii. Any travel between the Contractor's place of business and the work location.
- b. For services provided outside 100 km of the work location, the Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the *National Joint Council Travel Directive* (<http://www.njc-cnm.gc.ca/directive/d10/en>) and with the other provisions of the directive referring to "travelers", rather than those referring to "employees", to a limitation of expenditure of \$ _____ (*insert the amount at contract award*).
- c. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- d. All travel must have the prior authorization of the Project Authority. The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

B Limitation of Expenditure - Authorized Travel and Living Expenses for Call-ups issued under a Metropolitan Area:

For Work to be performed at a work location within a Metropolitan Area (not including the Regions)

- a. Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - i. services provided within the metropolitan area; and
 - ii. any travel between the Contractor's place of business and the work location.
- b. For services to be provided outside of the metropolitan area, the Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the *National Joint Council Travel Directive* (<http://www.njc-cnm.gc.ca/directive/d10/en>) and with the other provisions of the directive referring to "travelers", rather than those referring to "employees", to a limitation of expenditure of \$ _____ (*insert the amount at contract award*).
- c. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- d. All travel must have the prior authorization of the Project Authority. The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

7.4.4 Method of Payment

One of the following methods of payment will form part of any resulting Call-up:



A Single Payment (for all Basis of Payment options)

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; and
- c. the Work delivered has been accepted by Canada.

B Monthly Payment (for Ceiling Price or Limitation of Expenditure)

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

C Milestone Payments (for Firm Price)

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and 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; and
- c. all the Work associated with the milestone has been completed and accepted by Canada.

7.4.5 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- i. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- ii. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.4.6 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department
C0705C (2010-01-11), Discretionary Audit
C3011T (2013-11-06), Exchange Rate Fluctuation



7.5 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.
2. Each invoice must include the call-up and standing offer numbers.
3. Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
4. Invoices must be distributed as follows:
The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.6 Insurance

SACC Manual Clause G1005C (2016-01-28), Insurance – No Specific Requirement



ANNEX A STATEMENT OF WORK

1. TITLE

Instructors to provide Course Delivery Services of Classroom Training for Human Resources (HR) courses

2. OBJECTIVE

To issue Standing Offers for the provision of the services of instructors, on an “as and when requested basis” to deliver various HR courses in both official languages in various locations across Canada.

3. BACKGROUND

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

The School is committed to promoting a strong corporate culture in the Public Service, fostering a culture of learning, and being a catalyst and resource for the ongoing development of the Public Service as a learning organization.

The CSPS is in a period of significant transformation in terms of the types of content it will deliver and the way it will deliver content in the future. The content within domains and the methods of delivery are being rationalized and reorganized. Part of the CSPS transformation is the desire to be in a position to regularly refine curriculum by adding, deleting and updating content to meet environmental changes including emerging needs in the core subject matter areas.

Classroom training is expected to continue for the next several years. However, over time, online and virtual instructor-led training is expected to increasingly replace traditional classroom training to gradually become the prime delivery method for CSPS’s federal government specific content.

The foregoing changes are components of the new reality related to how the School will be delivering on its mandate so that public servants will be able to consume certain types of content, anytime, anywhere and on any device.

4. SCOPE OF SERVICES

To issue Standing Offers for the provision of the services of instructors to deliver Classroom Training of various HR courses on an “as and when requested basis” to assist the Canada School of Public



Service (CSPS) to fulfill their individual requirements. The services described will be required in both official languages as individuals taking courses have a choice of selecting an English or French course.

Initially the provision of the majority of the courses is expected to be delivered via classroom training versus online and/or virtual instructor-led training. However, over time, the percentage of courses delivered virtually or online is expected to steadily increase in line with the CSPS’s vision for modern service delivery.

At the present time, the services of instructors to deliver HR courses will be required in three (3) domains as identified herein. However, these domains and their contents are being analyzed, deconstructed, rearranged and refreshed which will result in changes to how the various contents are organized and delivered.

Accordingly, the list of content areas that follows is indicative of HR content areas for the near term only. While the fundamentals of the core content will prevail, these changes can be expected as the CSPS moves through its service delivery transformation.

Currently, the services of instructors to deliver HR courses will be required in three (3) domains as identified below:

- Domain 1 - Staffing
- Domain 2 - Labour Relations
- Domain 3 - Disability Case Management

A description of the various domains and the courses within those domains follows.

4.1 Domain 1 – Staffing

Definition: Process associated with the recruitment, selection, nomination and transfer of persons of internal/external candidates within the federal public service.

List of courses:

COURSE NAME AND CODE	COURSE LENGTH IN DAYS
P801 - Staffing for Staffing Specialists – Part I	5
P802 - Staffing for Staffing Specialists – Part II	5
P803 - Staffing for Staffing Assistants	3
P901 - Staffing: A Resourcing Tool for Managers	3



4.2 Domain 2 – Labour Relations

Definition: Function that aims at preventing/solving employer/employee issues.

List of courses:

COURSE NAME AND CODE	COURSE LENGTH IN DAYS
G244 - Labour Relations: Principles and Practices for Managers and Supervisors	3
P220 – Labour Relations for Non-Specialist Human Resources Advisors	3
P703 - Labour Relations for HR Advisors	5

4.3 Domain 3 – Disability Case Management

Definition: Function that aims at ensuring that employees on long-term disability are provided assistance during their absence as well as upon their return to the workforce in order to minimize the impact of disability for the employee and the employer and reduce associated costs.

List of courses:

COURSE NAME AND CODE	COURSE LENGTH IN DAYS
P026 - Disability Case Management	2

In addition, Classroom Training (CT) may be offered in various locations across Canada as follows:

- Atlantic Region
- Quebec Region
- National Capital Region
- Ontario Region
- Western Region
- Pacific Region



4.4 Official Languages

The courses must be delivered in either one of the official languages of Canada as described herein. Hence, the Contractor's resources must be fluent in the written and spoken languages of English and/or French.

The *Official Languages Act* and TBS policies and publications pertaining to this act can be viewed by accessing the following websites: <http://www.laws.justice.gc.ca/eng/acts/O-3.01/index.html> and http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/OffLang/siglist_e.html

4.5 Estimated Course Offerings per Domain, by Location and Language

4.5.1 For Initial Standing Offer Period

The following table provides the estimated number of total courses, in English and in French, per domain and by location that may be required for the initial standing offer period, and does not constitute a Contractor guarantee. The quantity could be above or below the estimated amounts.

E = English course

F = French course

T= Total courses



ESTIMATED NUMBER OF COURSE OFFERINGS (CLASSROOM)							
Region	Atlantic	Quebec	NCR	Ontario	Western	Pacific	Total courses
DOMAIN 1: STAFFING							
P801 - Staffing for Staffing Specialists – Part I	E = 1 F = 0 T = 1	E = 0 F = 0 T = 0	E = 3 F = 1 T = 4	E = 1 F = 0 T = 1	E = 0 F = 0 T = 0	E = 2 F = 0 T = 2	E = 7 F = 1 T = 8
P802 - Staffing for Staffing Specialists – Part II	E = 1 F = 0 T = 1	E = 0 F = 0 T = 0	E = 3 F = 1 T = 4	E = 1 F = 0 T = 1	E = 0 F = 0 T = 0	E = 2 F = 0 T = 2	E = 7 F = 1 T = 8
P803 - Staffing for Staffing Assistants	E = 1 F = 0 T = 1	E = 0 F = 1 T = 1	E = 2 F = 1 T = 3	E = 1 F = 0 T = 1	E = 0 F = 0 T = 0	E = 0 F = 0 T = 0	E = 4 F = 2 T = 6
P901 - Staffing: A Resourcing Tool for Managers	E = 5 F = 0 T = 5	E = 0 F = 0 T = 0	E = 10 F = 5 T = 15	E = 3 F = 0 T = 3	E = 0 F = 0 T = 0	E = 1 F = 0 T = 1	E = 19 F = 5 T = 24
Total courses per Region for Domain 1	E = 8 F = 0 T = 8	E = 0 F = 1 T = 1	E = 18 F = 8 T = 26	E = 6 F = 0 T = 6	E = 0 F = 0 T = 0	E = 5 F = 0 T = 5	E = 37 F = 9 T = 46
DOMAIN 2: LABOUR RELATIONS							
G244 - Labour Relations: Principles and Practices for Managers and Supervisors	E = 4 F = 0 T = 4	E = 1 F = 0 T = 1	E = 4 F = 2 T = 6	E = 3 F = 0 T = 3	E = 3 F = 0 T = 3	E = 1 F = 0 T = 1	E = 16 F = 2 T = 18
P220 – Labour Relations for Non-Specialist Human Resources Advisors	E = 3 F = 0 T = 3	E = 1 F = 0 T = 1	E = 3 F = 2 T = 5	E = 3 F = 0 T = 3	E = 3 F = 0 T = 3	E = 1 F = 0 T = 1	E = 14 F = 2 T = 16
P703 - Labour Relations for HR Advisors	E = 1 F = 0 T = 1	E = 0 F = 0 T = 0	E = 4 F = 1 T = 5	E = 1 F = 0 T = 1	E = 1 F = 0 T = 1	E = 0 F = 0 T = 0	E = 7 F = 1 T = 8
Total courses per Region for Domain 2	E = 8 F = 0 T = 8	E = 2 F = 0 T = 2	E = 11 F = 5 T = 16	E = 7 F = 0 T = 7	E = 7 F = 0 T = 7	E = 2 F = 0 T = 2	E = 37 F = 5 T = 42
DOMAIN 3: DISABILITY CASE MANAGEMENT							
P026 - Disability Case Management	E = 6 F = 0 T = 6	E = 0 F = 2 T = 2	E = 2 F = 1 T = 3	E = 1 F = 0 T = 1	E = 1 F = 0 T = 1	E = 2 F = 0 T = 2	E = 12 F = 3 T = 15
Total courses per Region for Domain 3	E = 6 F = 0 T = 6	E = 0 F = 2 T = 2	E = 2 F = 1 T = 3	E = 1 F = 0 T = 1	E = 1 F = 0 T = 1	E = 2 F = 0 T = 2	E = 12 F = 3 T = 15



4.5.2 For Option Periods

The volume of classroom training as provided in the above table will significantly decrease as more and more content will be delivered using different methods (e.g. via Virtual Instructor-Led Training (VILT), online, job aid tools, etc.). It is not possible at this time to identify how many classroom courses will be required in subsequent years.

4.6 Changes to the Curriculum

Changes to the curriculum during the period of the standing offers may include:

- Dissecting, reorganizing and reconstituting common content from various domains and courses into new stand-alone courses/products and/or a set of modules under a new banner;
- Revamping domains and/or courses within domains;
- Changing the length of courses;
- Changing the delivery approach; and
- Updating the content, etc.

Such changes are not expected to impact the overall experience, core competences and credentials for HR instructors within a given domain.

5. TASKS FOR DELIVERY OF CLASSROOM TRAINING

The Contractor's resource(s) and/or the Contractor must consult and meet with the Project Authority (PA) and/or his/her designated representative(s) as required by the PA.

The Contractor must perform the following (but not limited to):

5.1 Pre-course Delivery

- a. Work with the CSPS delivery team to ensure common focus, clarity of roles and expectations, and clarity of assignments;
- b. Prepare for and deliver HR courses, including, but not limited to, any pre-reading, pre-workshop, online assignment etc.;
- c. Set up the classroom: This involves unpacking and distributing supplies and pedagogical materials to each participant, setting up and operating the audio-visual and information technology equipment (e.g. projector, personal computer and any other equipment required), preparing and positioning flipcharts/easels, and setting up tables and chairs as required;
- d. Consult with the PA when determining the content and delivery methodologies. Obtain approval from the PA prior to adding course content and/or disseminating material that is not included in the CSPS course being offered; and
- e. Become familiar with the latest version of the course content and material (including, but not limited to, any pre-reading, pre-workshop, online assignment, etc.) and be well prepared prior to the delivery of a course.



5.2 Course Delivery

- a. Deliver the required course between 8:30 – 16:30 (or other designated time as established by the PA). The Contractor must be at the delivery location at **8:00 AM at the latest (or 30 minutes prior to the designated course starting time)**, to set-up the classroom and greet the participants. The standard duration of the classroom delivery is 7.5 hours per day;
- b. Circulate the attendance list to the participants for their signature;
- c. Have “walk-in” participants fill-out a course registration form (blank registration forms provided in the administrative folder);
- d. Deliver the required course in the designated official language, in a balanced presentation blending both theory and practice, emphasizing practices in the presentation of the material and the surrounding discussions, presenting “real-world” situations, approaches and solutions over academic theory, engaging the audience and using practical examples that relate to the audience’s work;
- e. Deliver the course according to the methodology described in the course instructor’s manual;
- f. Maintain a pace that ensures participants are able to follow and understand the course material, while staying on schedule, making adjustments to the flow, timing and focus on elements in order to optimize learning for the participants while maintaining the integrity of the course;
- g. Make effective use of questioning techniques to ensure the depth of dialogue and insight that will lead to the desired outcomes and reinforce the course’s key messages; and
- h. Answer participants’ questions and provide help when required.

5.3 After Course Delivery

- a. Dress down the classroom at the end of the course: This involves tidying the classroom by recovering all surplus materials for recycling and discarding used flipcharts/easels papers and supplies;
- b. Complete the instructor evaluation report after each course and provide it to the PA within 48 hours. The report includes the Instructor’s feedback and insight, and advice on desirable/recommended changes to the course (content, flow, structure etc.); and
- c. Gather and package any surplus course material, supplies, and the administrative folder (which includes the instructor evaluation report, the signed attendance list, and blank and/or completed course registration forms) in the box provided and place it at the front of the classroom for pick-up.



5.4 Health and Safety in the Workplace

- a. Ensure that no hazards or threats exist in the classroom that could pose a risk to the physical health and safety of students and participants. Take immediate action to address any emergency that occurs in the classroom;
- b. Be familiar with the CSPS and building’s emergency evacuation plans and procedures, and assist students and participants in leaving the classroom and exiting the building in an orderly and safe manner;
- c. Notify their PA or the CSPS logistical unit regarding any health and safety concerns that need to be addressed by CSPS; and
- d. Attend meetings at the request of the PA on health and safety matters as required.

6. CLIENT SUPPORT

CSPS representative(s) will:

- a. Establish and specify in each call-up the work to be completed and the delivery method, expectations, schedules, the language of delivery and location(s);
- b. Provide instructor(s) with copies of all course materials (e.g. instructor and participant manuals, slides and hand-outs etc. either physical copies or e-files);
- c. Inform instructor(s) when adjustments to course materials are made;
- d. Conduct quality assurance activities and provide feedback to the Contractor on the quality of work;
- e. Make all logistical arrangements; booking of room and equipment, printing of materials, confirming participant attendance;
- f. Liaise with the Contractor on matters and issues relating to the management of the contract with the CSPS and any other issues as they may arise (e.g. level of satisfaction);
- g. Translate and publish documents necessary in order to prepare for the course delivery or to deliver the course itself;
- h. Provide access to delivery facilities, as required; and
- i. Provide any other assistance or support required.

7. DELIVERABLES

DELIVERABLES	SCHEDULE	METHOD OF DELIVERY
Written instructor evaluation	48 hours after the end of the course	As per provided documentation



8. MEETINGS

The Contractor must attend meetings as required by the Project Authority on site or over the phone.

9. CANCELLATION NOTIFICATION

The Project Authority or his/her designated representative will notify the Contractor in the event of cancellation five (5) working days prior to the course without CSPS incurring financial penalties.

In the event of a cancellation notification less than five (5) working days before the scheduled course, the Contractor will be paid an amount equivalent to one half of the original contracted amount for the specified course.

CSPS will not incur financial penalties for classroom training that is rescheduled within five (5) working days prior to the course.

10. COURSE EVALUATION RESULTS

All instructional services will be subject to on-going evaluation. The PA has the right to refuse any resource who receives an evaluation rating below the average rate of four (4) out of five (5) for any delivered courses. In that case, the Contractor must immediately replace the resource upon request from the Project Authority.

11. WORK LOCATION

Delivery of Classroom Training (CT) is to be performed on-site at various locations across Canada.

In the NCR, CT will be performed at the CSPS, Asticou Centre, 241 Cité-des-Jeunes, Gatineau, Quebec, or at any other location within the NCR as determined by the Project Authority.



ANNEX B BASIS OF PAYMENT

A - Initial Period of the Standing Offer

For the initial period of the Standing Offer, the Contractor will be paid in accordance with the Basis of Payment specified in each approved Call-up, in accordance with the following:

1.0 Professional Fees

The Contractor will be paid firm all-inclusive daily rates as follows:

DOMAIN 1 – STAFFING		
NAME OF RESOURCE	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$)	LOCATION where the Offeror can provide services where Canada will not incur travel and living expenses

DOMAIN 2 – LABOUR RELATIONS		
NAME OF RESOURCE	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$)	LOCATION where the Offeror can provide services where Canada will not incur travel and living expenses



DOMAIN 3 – DISABILITY CASE MANAGEMENT		
NAME OF RESOURCE	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$)	LOCATION where the Offeror can provide services where Canada will not incur travel and living expenses

1.2 Definition of a Day/Proration

For the purpose of this Contract, a training day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If the course duration is more or less than a day, the all-inclusive fixed per training daily rate must be prorated to reflect the actual length of the course, in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable daily rate}}{7.5 \text{ hours}}$$

2.0 Cost Reimbursable Expenses

2.1 Authorized Travel and Living Expenses for Work performed outside the following locations only:

Regions:

The Atlantic Region; the Quebec Region; the National Capital Region; the Ontario Region; the Western Region; and the Pacific Region.

Metropolitan Areas:

The Halifax Metropolitan Area; the Moncton Metropolitan Area; the Montreal Metropolitan Area; the Quebec City Metropolitan Area; National Capital Metropolitan Area; the Toronto Metropolitan Area; the Calgary Metropolitan Area; the Edmonton Metropolitan Area; the Saskatoon Metropolitan Area; the Winnipeg Metropolitan Area; the Vancouver Metropolitan Area; and the Victoria Metropolitan Area.

For the requirements relative to travel described in the Statement of Work in Annex A:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle allowances provided in Appendices B, C and



D of the *National Joint Council Travel Directive* (<http://www.njc-cnm.gc.ca/directive/d10/en>), and with the other provisions of the directive referring to “travelers”, rather than those referring to “employees”.

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

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

Canada will not accept any travel and living expenses for:

1. REGIONS

A. Atlantic Region

- 1) Work performed within the Atlantic Region for services provided within 100km of the work location. The Atlantic Region is defined as: The provinces of Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland including Labrador;
- 2) Any travel between the Contractor’s place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

B. Quebec Region

- 1) Work performed within the Quebec Region for services provided within 100km of the work location. The Quebec Region is defined as: The province of Quebec with the exception of the National Capital Region;
- 2) Any travel between the Contractor’s place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

C. National Capital Region

(Information regarding the National Capital Region (NCR) can be found at the Metropolitan Area level.)

D. Ontario Region

- 1) Work performed within the Ontario Region for services provided within 100km of the work location. The Ontario Region is defined as: The province of Ontario with the exception of the National Capital Region;
- 2) Any travel between the Contractor’s place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

E. Western Region

- 1) Work performed within the Western Region for services provided within 100km of the work location. The Western Region is defined as: The provinces of Alberta, Manitoba, Saskatchewan, the Northwest Territories and Nunavut;



- 2) Any travel between the Contractor's place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

F. Pacific Region

- 1) Work performed within the Pacific Region for services provided within 100km of the work location. The Pacific Region is defined as: The province of British Columbia and the Yukon Territory;
- 2) Any travel between the Contractor's place of business and the work location; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

2. METROPOLITAN AREAS

A. Halifax Metropolitan Area

- 1) Work performed within the Halifax Metropolitan Area. The Halifax Metropolitan Area is defined as: Bounded on the west by a north-south line running from Kentville to Bridgewater, on the north by a west-east line running from Kentville to Truro, on the east by a north-south line from Truro to Tangier, on the south by the Atlantic Ocean;
- 2) Any travel between the Contractor's place of business and the Halifax Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

B. Moncton Metropolitan Area

- 1) Work performed within the Moncton Metropolitan Area. The Moncton Metropolitan Area is defined as: Bounded on the west by a north-south line running from Carleton to Saint John, on the north by the Northumberland Strait, on the east and the south by the Nova Scotia border;
- 2) Any travel between the Contractor's place of business and the Moncton Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

C. Montreal Metropolitan Area

- 1) Work performed within the Montreal Metropolitan Area. The Montreal Metropolitan Area is defined as: Bounded on the west by the Ontario border and a north-south line running from Ste-Agathe-des-Monts to Carillon, as far north as Louiseville, on the east by a north-south line from Louiseville, passing by Drummondville, to Bromont, on the south by the United States of America (USA) border;
- 2) Any travel between the Contractor's place of business and the Montreal Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.



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

D. Quebec City Metropolitan Area

- 1) Work performed within the Quebec City Metropolitan Area. The Quebec City Metropolitan Area is defined as: Bounded on the west by a north-south line running from Lac-Jacques-Cartier to Trois-Rivières, as far north as Baie-St-Paul on the North shore and St-Jean-Port-Joli on the South shore, on the east by a north-south line running from St-Jean-Port-Joli to St-Georges, on the south by a west-east line running from St-Georges to Trois-Rivières;
- 2) Any travel between the Contractor's place of business and the Quebec City Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

E. National Capital Metropolitan Area

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

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

F. Toronto Metropolitan Area

- 1) Work performed within the Toronto Metropolitan Area. The Toronto Metropolitan Area is defined as: Bounded on the west by a south-north line running from Burlington to Caledon, on the north by a west-east line running from Caledon to Newmarket, on the east by a north-south line from Newmarket to Oshawa, on the south by the Lake Ontario;
- 2) Any travel between the Contractor's place of business and the Toronto Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

G. Calgary Metropolitan Area

- 1) Work performed within the Calgary Metropolitan Area. The Calgary Metropolitan Area is defined as: Bounded on the west by a north-south line running from Canmore to High River, on the north by a west-east line running from Canmore to Olds, on the east by a north-south line from Strathmore to Olds, on the south by an east-west line from Strathmore to High River;
- 2) Any travel between the Contractor's place of business and the Calgary Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.



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

H. Edmonton Metropolitan Area

- 1) Work performed within the Edmonton Metropolitan Area. The Edmonton Metropolitan Area is defined as: Bounded on the west by a north-south line running from Westlock to Gainford, on the north by a west-east line running from Westlock to Vegreville, on the east by a north-south line from Vegreville to Ponoka, on the south by an east-west line from Ponoka to Gainford;
- 2) Any travel between the Contractor's place of business and the Edmonton Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

I. Saskatoon Metropolitan Area

- 1) Work performed within the Saskatoon Metropolitan Area. The Saskatoon Metropolitan Area is defined as: Bounded on the west by a north-south line running from North Battleford to Biggar, on the north by a west-east line running from North Battleford to Prince Albert, on the east by a north-south line from Prince Albert to Kenaston, on the south by an east-west line from Kenaston to Biggar;
- 2) Any travel between the Contractor's place of business and the Saskatoon Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

J. Winnipeg Metropolitan Area

- 1) Work performed within the Winnipeg Metropolitan Area. The Winnipeg Metropolitan Area is defined as: Bounded on the west by a north-south line running from Portage la Prairie to Morris, on the north by a west-east line running from Morris to Reynolds, on the east by a north-south line from Reynolds to Netley, on the south by an east-west line from Netley to Portage la Prairie;
- 2) Any travel between the Contractor's place of business and the Winnipeg Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

K. Vancouver Metropolitan Area

- 1) Work performed within the Vancouver Metropolitan Area. The Vancouver Metropolitan Area is defined as: Bounded on the west by the Strait of Georgia, on the south by the United States of America (USA) border and by a north-south line from Lions Bay to Abbotsford;
- 2) Any travel between the Contractor's place of business and the Vancouver Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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



L. Victoria Metropolitan Area

- 1) Work performed within the Victoria Metropolitan Area. The Victoria Metropolitan Area is defined as: Bounded on the west, south and north by the Strait of Georgia, on the east by a north-south line from Nanaimo to Sooke;
- 2) Any travel between the Contractor's place of business and the Victoria Metropolitan Area; and
- 3) Any relocation of resources required to satisfy the terms of the Contract.

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

2.2 (a) Limitation of Expenditure – Authorized Travel and Living Expenses for Call-ups issued under a Region:

For Work to be performed at a work location within a Region (not including Metropolitan Areas):

- a. Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - i. Services provided within 100 km of the work location; and
 - ii. Any travel between the Contractor's place of business and the work location.
- b. For services provided outside 100 km of the work location, the Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/d10/en>) and with the other provisions of the directive referring to "travelers", rather than those referring to "employees", to a limitation of expenditure of \$ _____ (*insert the amount at contract award*).
- c. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- d. All travel must have the prior authorization of the Project Authority. The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

2.2 (b) Limitation of Expenditure - Authorized Travel and Living Expenses for Call-ups issued under a Metropolitan Area:

For Work to be performed at a work location within a Metropolitan Area (not including the Regions)

- a. Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - i. services provided within the metropolitan area; and
 - ii. any travel between the Contractor's place of business and the work location.
- b. For services to be provided outside of the metropolitan area, the Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/d10/en>) and with the other provisions of the directive referring to "travelers", rather than those referring to "employees", to a limitation of expenditure of \$ _____ (*insert the amount at contract award*).



- c. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- d. All travel must have the prior authorization of the Project Authority. The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

3.0 Professional fees for additional resources

Maximum professional fees for Additional Personnel approved by CSPS during the Standing Offer period:

a) the firm all-inclusive daily rate for additional resources proposed must be the same as the all-inclusive daily rate proposed in the Offeror’s offer within the specific period for the same Domain and Location (Region and/or Metropolitan Area).

B – Optional Period(s) beyond the Initial Period of the Standing Offer

This section is only applicable if the option to extend the Standing Offer is authorized for use beyond the initial period of the standing offer is exercised by Canada.

During the extended period of the standing offer specified below, the Contractor will be paid in accordance with the Basis of Payment specified in each approved Call-up, in accordance with the following:

1.1 Professional Fees

The Contractor will be paid firm all-inclusive daily rates as follows:

DOMAIN 1 – STAFFING				
NAME OF RESOURCE	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 1	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 2	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 3	LOCATION where the Offeror can provide services where Canada will not incur travel and living expenses



DOMAIN 2 – LABOUR RELATIONS				
NAME OF RESOURCE	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 1	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 2	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 3	LOCATION where the Offeror can provide services where Canada will not incur travel and living expenses

DOMAIN 3 – DISABILITY CASE MANAGEMENT				
NAME OF RESOURCE	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 1	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 2	FIRM ALL-INCLUSIVE DAILY RATE (IN CDN \$) Option Year 3	LOCATION where the Offeror can provide services where Canada will not incur travel and living expenses



ANNEX C SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

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

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine
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?
5. b) Will the supplier require access to unclassified military technical data...
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information...
6. b) Will the supplier and its employees... require access to restricted access areas?
6. c) Is this a commercial courier or delivery requirement with no overnight storage?
7. a) Indicate the type of information that the supplier will be required to access
7. b) Release restrictions / Restrictions relatives à la diffusion
7. c) Level of information / Niveau d'information

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Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

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

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / 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 / Non Yes / 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 COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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Government of Canada / Gouvernement du Canada

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

Security Classification / Classification de sécurité
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**ANNEX D
QUARTERLY STANDING OFFER USAGE REPORT**

QUARTERLY STANDING OFFER USAGE REPORT					
Standing Offer Number:					
Supplier Name:					
Reporting Period:		_____ to _____			
Call-up Number	Call-up Amendment Number	Date of Call-up / Date of Call-up Amendment	Value of Call-up / Value of Call-up Amendment (excluding applicable taxes)	Applicable Taxes	Total Value of Call-up / Total Value of Call-up Amendment