



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure,  
800 rue de la Gauchetière Ouest  
Voir aux présentes - See herein  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government Services Canada**

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

**Proposition aux: Travaux Publics et Services Gouvernementaux 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**

<b>Title - Sujet</b> Service d'enseignement collégial	
<b>Solicitation No. - N° de l'invitation</b> W6509-171001/B	<b>Date</b> 2018-10-05
<b>Client Reference No. - N° de référence du client</b> W6509-171001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTB-825-15053	
<b>File No. - N° de dossier</b> MTB-7-40419 (825)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-11-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Austin-Gomez, Cindy	<b>Buyer Id - Id de l'acheteur</b> mtb825
<b>Telephone No. - N° de téléphone</b> (438) 995-7477 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE RMC SAINT-JEAN C.P. 100, SUCC. BUREAU-CHEF RICHELAIN Québec J0J 1R0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Del. Offered Liv. offerte
1	Service d'enseignement collégial This requisition is required to initiate a new contract with CEGEP Saint-Jean-sur-Richelieu. It is requested that PSPC creates the contract for 2 years with two (2) year option, starting 2018-07-31, ending on 2020-07-31.	W6509	W6509	1	CH	\$	XXXXXXXXXXXX		

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 SECURITY REQUIREMENTS .....	3
1.2 STATEMENT OF WORK .....	3
1.5 DEBRIEFINGS .....	3
1.8 CANADIAN CONTENT .....	3
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	4
2.2 SUBMISSION OF BIDS .....	4
2.3 FORMER PUBLIC SERVANT .....	4
2.4 ENQUIRIES - BID SOLICITATION .....	6
2.5 APPLICABLE LAWS .....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES .....	9
4.2 BASIS OF SELECTION - HIGHEST COMBINED RATING OF TECHNICAL MERIT AND PRICE .....	9
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>11</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	11
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	12
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>13</b>
6.1 SECURITY REQUIREMENTS .....	13
6.2 STATEMENT OF WORK .....	13
6.3 STANDARD CLAUSES AND CONDITIONS .....	14
6.4 TERM OF CONTRACT .....	14
6.5 AUTHORITIES .....	15
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	16
6.7 PAYMENT .....	16
6.8 INVOICING INSTRUCTIONS .....	18
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	19
6.10 APPLICABLE LAWS .....	19
6.11 PRIORITY OF DOCUMENTS .....	19
6.12 SACC <i>MANUAL</i> CLAUSES .....	20
6.13 CANADIAN FORCES SITE REGULATIONS .....	20
<b>ANNEX "A" .....</b>	<b>21</b>
STATEMENT OF WORK .....	21
<b>ANNEX "B" .....</b>	<b>32</b>
BASIS OF PAYMENT .....	32
<b>ANNEX "C" .....</b>	<b>45</b>
SECURITY REQUIREMENTS CHECK LIST .....	45

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

---

<b>ANNEX "D" .....</b>	<b>51</b>
DND 626 TASK AUTHORIZATION FORM.....	51
<b>ANNEX "A" TO PART 3 OF THE BID SOLICITATION.....</b>	<b>52</b>
ELECTRONIC PAYMENT INSTRUMENTS.....	52
<b>ANNEX "B" TO PART 5 OF THE BID SOLICITATION.....</b>	<b>53</b>
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION.....	53
<b>ANNEX "C" TO PART 3 OF THE BID SOLICITATION.....</b>	<b>54</b>
TECHNICAL EVALUATION CRITERIA .....	54
<b>ANNEX "D" TO PART 3 OF THE BID SOLICITATION.....</b>	<b>65</b>
CALCULATION .....	65

---

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [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.
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

### **1.5 Debriefings**

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

### **1.8 Canadian Content**

The requirement is limited to Canadian goods and/or services.

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

---

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003 \(2018-05-22\)](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

#### **2.2.1 Improvement of Requirement during Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 14 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### **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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Contract No. - N° du contrat  
W6509-171001/001/PSD

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
W6509-171001

File No. - N° du dossier

mtb825

CCC No./N° CCC - FMS No/ N° VME

---

### **Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

Contract No. - N° du contrat  
W6509-171001/001/PSD

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtb825

Client Ref. No. - N° de réf. du client  
W6509-171001

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

- 
- 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 - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than then (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted.

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (three (3) hard copies) and one (1) soft copy on USB Key;

Section II: Financial Bid (two (2) hard copies) and one (1) soft copy on USB Key;

Section III: Certifications (two (2) hard copies);

Section IV: Additional Information (one (1) hard copy).

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, bidders should:

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices – Bid**

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

Contract No. - N° du contrat  
W6509-171001/001/PSD

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client  
W6509-171001

File No. - N° du dossier

mtb825  
CCC No./N° CCC - FMS No/ N° VME

---

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

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

### **Section III: Certifications**

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

### **Section IV: Additional Information**

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

**3.1.2.1** As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals sites or premises for which safeguarding measures are required for Work Performance:

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

**3.1.2.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

The mandatory technical criteria are detailed under Annex "C".

##### **4.1.1.2 Point Rated Technical Criteria**

The point rated technical criteria are detailed under Annex "C".

#### **4.1.2 Financial Evaluation**

**4.1.2.1** *SACC Manual* Clause [A0220T \(2014-06-26\)](#), Evaluation of Price.

**4.1.2.2** For Financial Evaluation purposes, see Annexe "D" for the calculation.

### **4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 216 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 360 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 % .
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>				

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

---

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

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

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

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

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

##### **5.1.2.1 Canadian Content Certification**

##### **5.2.3.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Bidder certifies that:

( ) a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the [Supply Manual](#).

##### **5.1.2.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition**

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

---

## 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid 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) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

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

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Status and Availability of Resources

5.2.3.1.1 SACC Manual clause [A3005](#) (2010-08-16) Status and Availability of Resources

#### 5.2.3.2 Education and Experience

5.2.3.2.1 SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

---

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

### 6.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures

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

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

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

### 6.2 Statement of Work

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

- 6.2.1 Regular services during the period of the contract.

An obligation for any regular services work shall come into force only when the contract is awarded.

- 6.2.2 Services on an "as and when requested" by Canada basis may authorize during the period of the

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

---

contract.

An obligation for any work shall come into force only when a Task Authorization (TA) is approved and issued in accordance with the clause entitled "Task Authorization Process."

### **6.2.2.1 Task Authorization**

A minimal part of the Work under the Contract will to be performed using a task authorization (TA) (See Annex "D"). The Work described in the TA must be part of the scope of work and must be authorized by the Contracting Authority.

#### **6.2.2.1.1 Task Authorization Process**

1. The Contracting Authority will provide the Contractor with a description of the work for the task using a DND 626, Task Authorization Form specified in Annex "D".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Contracting Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **6.2.2.1.2 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

[2010B \(2018-06-21\)](#), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

#### **6.3.2 Supplemental General Conditions**

[4009 \(2013-06-27\)](#), Professional Services - Medium Complexity, apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to July 31<sup>st</sup>, 2021 inclusive.

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

---

### 6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Cindy Austin-Gomez  
Supply Team Leader  
Public Services and Procurement Canada  
Acquisitions Branch  
Royal Military College Saint-Jean  
15 Jacques-Cartier North  
De Lery Building (E-2057)  
Saint-Jean-sur-Richelieu, Qc  
J3B 8R8

Telephone: (450) 358-6777 X5745  
E-mail address: [cindy.austin-gomez@pwgsc-tpsgc.gc.ca](mailto:cindy.austin-gomez@pwgsc-tpsgc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Procurement Authority

The Procurement Authority for the Contract is:

M. Raymond Tanguay  
Purchasing Agent  
Royal Military College Saint-Jean  
15 Jacques Cartier North  
De Lery Building (E-2057)  
Saint-Jean-sur-Richelieu, Qc  
J3B 8R8

Telephone: (450) 358-6777 X5929  
Facsimile: (450) 358-7681  
E-mail address: [Raymond.Tanguay@forces.gc.ca](mailto:Raymond.Tanguay@forces.gc.ca)

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

---

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Technical Authority

The Technical Authority for the Contract is:

*(To be confirmed at contract award)*

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

### 6.5.3 Contractor's Representative

*(To be confirmed at contract award)*

## 6.6 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.

## 6.7 Payment

### 6.7.1 Basis of Payment

#### 6.7.2.1 Regular Service (as specified at Section 6.2.1 of this document)

##### 6.7.2.1.1 Basis of Payment – Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price for a cost of \$ \_\_\_\_\_ *(To be confirmed at contract award)*, Customs duties are included and Applicable Taxes are extra.

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

##### 6.7.2.1.2 Limitation of Price

SACC Manual clause [C6000C \(2017-08-17\)](#), Limitation of Price

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

---

### 6.7.2.2 Services on an "as and when requested" (as specified at Section 6.2.2 of this document)

#### 6.7.2.2.1 Limitation of Expenditure – Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Section 1.2 of annex "B".

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 6.7.2.2.2 Limitation of Expenditure - Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ *(To be confirmed at contract award)*. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.7.2 Terms of Payment

#### 6.7.2.1 Regular Service (as specified at Section 6.2.1 of this document)

##### 6.7.2.1.1 Progress payment

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100 percent of the amount claimed and approved by Canada if:
  1. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  2. the amount claimed is in accordance with the basis of payment;
  3. the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Contract;

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

- 
4. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.
  2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted."
  3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

#### **6.7.2.2 Services on an "as and when requested" (as specified at Section 6.2.2 of this document)**

##### **6.7.2.2.1 Single Payment – Task Authorizations**

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

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

#### **6.7.3 Electronic Payment of Invoices – Contract**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### **6.8 Invoicing Instructions**

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.  
Each claim must show:
  - a. all information required on form [PWGSC-TPSGC 1111](#);
  - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
  - e. the description and value of the milestone claimed as detailed in the Contract.
2. Applicable Taxes, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Procurement Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

- 
4. The Procurement Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
  5. The Contractor must not submit claims until all work identified in the claim is completed.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

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

### **6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **6.9.3 SACC Manual Clauses**

A3060 (2008-05-12), Canadian Content Certification.

## **6.10 Applicable Laws**

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

## **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4009 (2013-06-27), Supplemental General Conditions – Professional Services (Medium Complexity);
- (c) the general conditions 2010B (2018-06-21), General Conditions – Professional Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, DND 626 Task Authorization Form;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

---

## **6.12 SACC Manual Clauses**

A7017C (2008-05-12), Replacement of Specific Individuals;  
A9117C (2007-11-30), T1204 - Direct Request by Customer Department;  
G1005C (2016-01-28), Insurance - No Specific Requirement.

## **6.13 Canadian Forces Site Regulations**

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

---

## ANNEX "A"

### STATEMENT OF WORK QUEBEC COLLEGE-LEVEL EDUCATION

#### Summary

This Statement of Work (SoW) describes the three (3) service components the contractor shall deliver to Royal Military College (RMC) Saint-Jean under this contract, namely:

1. Accredite and administer all college-level courses given at RMC Saint-Jean because RMC Saint-Jean is not certified by the Quebec *Ministère de l'éducation et des Études supérieures du Québec* (MEESQ) as a college-level educational institution (section 3);
2. Provide educational support services for all RMC Saint-Jean students enrolled in college-level courses (section 4); and
3. Provide educational services for certain college-level courses at RMC Saint-Jean, and technical support services for the laboratories which may be used during some courses (section 5).

#### 1. Context

- 1.1. Royal Military College Saint-Jean (RMC Saint-Jean), which is located in Fort Saint-Jean in Saint-Jean-sur-Richelieu, administers college-level courses in English and French which meet the requirements by the MEESQ. Mandated by the Canadian Armed Forces, this training prepares students for university programs at the Royal Military College of Canada, RMC Saint-Jean, or any other university program. As a result of the differences in students' educational path, some will not obtain a diploma of college studies (DCS) from the MEESQ.
- 1.2. RMC Saint-Jean can accommodate approximately 285 college-level students<sup>1</sup> a year (with opportunity for growth up to a maximum of 350 students). Two college-level programs are offered: natural sciences and humanities. One school year consists of two 15-week sessions, and exam periods may be added. Both of these programs lead to a DCS recognized by the MEESQ.
- 1.3. The college-level courses administered by RMC Saint-Jean are CEGEP credited courses. This is how the client operates because it is not accredited by the MEESQ, and therefore cannot issue transcripts or college-level diplomas.

#### 2. Scope

---

<sup>1</sup> In this document and in all those related to the current call for submission, the term "student" should be interpreted as it follows: "Any member of the Canadian Armed Forces (CAF) admitted in a post-secondary programme recognized by the MEESQ. This mainly includes, but not exclusively, the officer-cadets accepted under the Regular Officer Training Plan (ROTP)."

---

Some or all of the contractor's services under this contract may no longer be required during the year, for example after the public service hires staff, all or part of a section is reorganized or removed. RMC Saint-Jean will notify the contractor at least 90 days before making any changes.

### **3. Accreditation and administration of educational programs**

3.1. As an educational institution accredited by the Government of Quebec to provide college-level general and vocational courses, the contractor will provide the following registrar-related services:

- a) assess the academic records of students and enrol them in the relevant college programs;
- b) ensure that the client's various programs meet the requirements for obtaining a college-level diploma as stipulated by the MEESQ;
- c) provide credits for courses passed by students as part of college programs;
- d) register the records of students with the MEESQ;
- e) issue cadet ID cards and distribute agendas;
- f) prepare school schedules for instructors and their technical support staff, as well as the students;
- g) prepare transcripts for students;
- h) issue cumulative reports to the students on behalf of the college-level educational institution;
- i) recommend that the MEESQ issue college diplomas or certifications to students who meet all the necessary requirements;
- j) provide students who so request certified proof of college attendance free of charge;
- k) enrol students in cégep@distance courses or other sponsored training.

3.2. To facilitate the delivery of the services detailed in sections 3 to 7 of this SoW, the contractor will provide the students, and the teaching, technical and administrative resources concerned, with access to an online service platform in both of Canada's official languages, including, but not limited to:

- a) learning management tools (similar to Omnivox);
- b) access for the client's staff to the contractor's course management database (such as Clara or Léa);
- c) communication tools connecting the parties involved to the various stages of the delivery of the curriculum, that is: the students, and the administrative, educational, teaching and technical resources.

### **4. Educational support**

#### **4.1 Educational services**

The contractor will provide the professional educational resources required to support the students or teaching resources, as follows:

- 
- a) offer the services of an individual educational assistance advisor (IEAA) to track students throughout their college program – this advisor will be available in person at RMC Saint-Jean at least one day a week for seven hours;
  - b) offer the services of an adapted support advisor (in the field of special education or any other related specialty), including the consultation services required by any cadet who exhibits symptoms associated with learning disabilities or attention disorders referred by the client – this advisor will be available in person at RMC Saint-Jean, according to the students' needs, for a maximum of seven hours per week;
  - c) offer the services of an educational advisor to ensure that the course material covered by RMC's instructors is compliant and ensure that the client's programs meet the requirements for obtaining a college-level diploma, as specified by the MEESQ.

#### **4.2 Publicizing educational resources**

The contractor will publicize the assistance available, provide students access to it, and disseminate among the students all documentation on services available to them, particularly if these services are not published in the contractor's agenda.

### **5. Educational and technical support services**

#### **5.1. Schedule**

The contractor will provide its educational or technical support services based on the course schedule and the needs identified by the client.

#### **5.2. Teaching resources**

The contractor will provide, as needed, the teaching resources to deliver the college-level program courses mentioned in paragraph 1.2 and Appendix A. Only with the approval of the Contracting Authority, other courses to the list of courses at Appendix A in the same programs which may be added. The client may add courses to the list as needed.

These teaching resources will ensure that the required programs are delivered in keeping with the contractor's and client's requirements, as follows:

- a) prepares plan outlines which comply with the MEESQ's standards or the contractor's framework plans, depending on the type of course;
- b) prepares courses and course material based on the contractor's and client's standards;
- c) prepares the instructional materials required to deliver the course, including course notes, work records, exams, lab records, exercises or any other relevant material;
- d) teaches in the classroom;
- e) prepares, administers and corrects exams; provides students with feedback; compiles and enters marks in the contractor's computer system;

- 
- f) is available to students when they are available, at least one hour of availability per three hours of classroom instruction;
  - g) attends all meetings relating to the academic progress of the students the contractor is responsible for, or any other meeting or activity required to carry out its instructional tasks;
  - h) participates in activities relating to the work at RMC Saint-Jean when it has been agreed that these activities directly meet the needs of the students taking the course; and
  - i) carries out any other tasks normally required of a college-level instructor.

### **5.3 Technical resources**

The contractor will provide the technical laboratory resources needed to support teachers/instructors. The staff will ensure that the chemistry, physics or biology labs are in working order, as applicable, and support the instructor in his or her instructional tasks involving the use of labs.

This technical staff shall:

- a) ensure that the labs are always clean, functional and orderly;
- b) ensure that the materials and supplies for each experiment are available and in good working order;
- c) research, assess and prepare, together with natural science department staff, statements of requirements for any materials required for the proper functioning of the labs and submit them to the client for approval and acquisition;
- d) be present during laboratory experiments to assist the instructor responsible for the course in question;
- e) ensure that security standards are met;
- f) put equipment away and tidies the lab after experiments; and
- g) carry out the duties normally required of a technical staff member at a college.

### **5.4 Qualifications required of teaching resources**

The contractor shall ensure that the teaching resources who will provide the services meet the following minimum requirements:

- a) A minimum of a terminal graduate degree in one of the disciplines in the diploma of college studies in social sciences;
- b) A minimum of a terminal undergraduate degree in one of the disciplines in the diploma of college studies in natural sciences;
- c) A minimum of a terminal graduate degree in the teaching of languages or in any other equivalent discipline in the teaching of one of Canada's official languages;

- 
- d) An appropriate level of English/French bilingualism to enable him or her to deliver a course of equal quality in both languages if he or she is asked to teach in both of Canada's official languages; and
  - e) Experience equivalent to a minimum of two full sessions at a college level in the past seven (7) years in one of the disciplines of the college programs offered at RMC Saint-Jean.

### **5.5 Qualifications required of technical resources**

The contractor shall ensure that the technical resources whose services it will provide meet both of the following minimum requirements:

- a) a terminal undergraduate degree in chemistry, physics or biology; and
- b) one (1) year of experience providing technical assistance in a laboratory acquired in the past seven (7) years.

### **5.6 Coaching for teaching or technical resources**

The contractor will provide from its premises at least one teaching and technical resource to select the teaching and technical resources working at RMC Saint-Jean.

If required, this resource will also be available in person at RMC Saint-Jean for a maximum of seven hours per week to address the needs of these teaching or technical resources.

### **5.7 Selection of teaching or technical resources**

The records of the resources selected by the contractor will be submitted to the contract officers at RMC Saint-Jean for approval in keeping with the criteria set out in paragraphs 5.4 and 5.5.

The technical authority or a representative delegated by him or her may review the curriculum vitae and attend interviews as needed to ensure that the resources submitted meet the minimum criteria specified. However, the contractor will make the final decision on the selection of resources.

---

## Appendix A

---

### 1.1 Programs and disciplines offered at RMC Saint-Jean

Students at RMC Saint-Jean can register for one of the following two college programs: social sciences or natural sciences, insofar as they have the prerequisites and they have been accepted by Canadian military colleges as part of a Canadian Armed Forces selection process. These programs are offered in both official languages.

Both programs have a core curriculum of mandatory courses. They are Literature, Philosophy, Second Language and Physical Education.

Courses specific to each program are added to this core curriculum. As part of the Social Sciences program, the students take courses in the following disciplines:

- Sociology;
- History;
- Political Science;
- Mathematics;
- Psychology;
- Economics;
- Multidisciplinary;
- Social Sciences; and
- Biology.

And additional courses in the following disciplines:

- Mathematics; and
- Computer Science.

Other courses can be added and/or removed as part of program reviews.

As part of the Natural Sciences program, students take specific courses in the following disciplines:

- Mathematics;
- Physics;
- Chemistry;
- Computer Science;

Contract No. - N° du contrat  
W6509-171001/001/PSD

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtb825

Client Ref. No. - N° de réf. du client  
W6509-171001

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

---

- **Biology; and**
- **Multidisciplinary approach;**

And complementary courses in the following disciplines:

- **Psychology; and**
- **Technical Drawing.**

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

## 1.2 List of courses offered at RMC Saint-Jean

Other courses can be added and/or removed as part of program reviews.

### Science

Code	Course Title	Language	N. Per Wk
101-901-RE	Human Biology	E or F	45
101-NYA-05	General Biology	E or F	75
201-014-ST	Complement of Mathematics (Science)	E or F	60
201-C03-ST	Complement of Mathematics (Arts)	E or F	75
201-103-RE	Calculus I	E or F	75
201-NYB-05	Calculus II	E or F	75
201-NYA-05	Differential Calculation	E or F	75
201-NYC-05	Linear Algebra and Vectorial Geometry	E or F	90
201-024-ST	Advanced Mathemaitics	E or F	60
202-024-ST	Complement of Chemistry	E or F	60
202-NYA-05	General Chemistry: Matter	E or F	60
202-NYB-05	Chemistry of solutions	E or F	75
203-NYA-05	Mechanics	E or F	75
203-NYB-05	Electricity and Magnetism	E or F	75
203-NYC-05	Waves, Optic and Modern Physics	E or F	75
242-GEB-03	Engineering Graphics	E or F	45
360-300-RE	Quantitative Methods in Social Sciences	E or F	60
360-GHA-03	Comprehensive Examination Seminar	E or F	45
420-GEB-03	Introduction to Computer Science	E or F	45

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

### Humanities and Social Sciences

Code	Course Title	Language	N. Per wk
300-300-RE	Practical initiation to to Methodology in the Social Sciences	E or F	60
300-301-RE	Integration Approach in the Social Sciences	E or F	45
330-033-ST	Canadian History	E or F	45
330-910-RE	History of Western Civilization	E or F	45
340-101-MQ	Philosophie et rationalité	F	60
340-102-MQ	L'être humain	F	45
340-P03-ST	Éthique et politique	F	45
345-P13-ST	Ethics	E	45
345-101-MQ	Knowledge	E	60
345-102-MQ	World Views	E	45
350-033-ST	Social Psychology	E	45
350-102-RE	General Psychology	E or F	45
350-C13-ST	Introduction to Psychology	E or F	45
383-003-ST	Economics II	E or F	45
383-920-RE	Introduction to Economics I	E or F	45
385-204-ST	Current Issues in International relations	E or F	60
385-303-ST	Political Systems and Concepts	E or F	45
387-003-ST	Identity and Society	E or F	45
420-GEB-03	Initiation à l'informatique	E or F	45
601-101-MQ	Écriture et littérature	F	60
601-102-MQ	Littérature et imaginaire	F	60
601-103-MQ	Littérature québécoise	F	60
601-P14-ST	Communication écrite et orale	F	60
603-101-MQ	Introduction to College English	E	60
603-102-MQ	Literary Genres	E	60
603-103-MQ	Literary Themes	E	60
603-P24-ST	Select Topics in English Literature	E	60

### Languages (offered at all terms , various levels)

Code	Course Title	N. Per week
604	English Second Language	60
602	French Second Language	60

#### Note

At all sessions: French workshops not credited: 15 period each

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

---

## Appendix B

---

### Transition Plan – 2019 Winter Session

The contractor will be expected to provide the services and deliverables described in the statement of work dated August 1, 2019:

**February-March 2019:**

Review and adjust the RMC Saint-Jean academic calendar.  
Review and adjust the timetable of courses offered at RMC Saint-Jean.

**On March 15, 2019:**

Have adopted/approved the RMC Saint-Jean academic calendar.

**On March 29, 2019:**

Have adopted/approved the timetable of existing courses offered at RMC Saint-Jean.

**Between May 1 and July 31, 2019:**

Various online services have been implemented from the contractor's platform in both of Canada's official languages, and access by students, teaching and technical resources, and RMC Saint-Jean and the contractor's pedagogical and administrative resources has been validated.

**On April 15, 2019:**

Have prepared course proposals for the 2019 fall session at RMC Saint-Jean.

**On April 30, 2019:**

Have entered the courses selected by students starting their 2nd year of CEGEP.

**On June 15, 2019:**

Have confirmed the following deliverables with RMC Saint-Jean:

- a) Teaching and technical resources needed for the 2019 fall and 2020 winter sessions.
- b) Assigned classrooms.
- c) Prepared course timetables and calendars for the 2019 fall session.
- d) Assigned courses to instructors.

**Between June 15 and July 31, 2019:**

- a) Received admission applications and documents for first-year CEGEP students
- b) Introduced the additional teaching and technical resources requested by RMC Saint-Jean.

**On August 1, 2019:**

Contract No. - N° du contrat  
W6509-171001/001/PSD

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtb825

Client Ref. No. - N° de réf. du client  
W6509-171001

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

---

All the online services requested by RMC Saint-Jean on the CEGEP's service platform are operational and accessible to students, teaching and technical resources, and RMC Saint-Jean and the contractor's pedagogical and administrative resources.

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

---

## **ANNEX "B"**

### **BASIS OF PAYMENT**

#### **1.1 Regular Service (as described in Section 5 of the Statement of Requirement)**

##### **1.1.1 Year 1 (2019-2020 school year)**

##### **1.1.1.1 College education**

##### **1.1.1.1.1 Fall session 2019**

For the period between August 1, 2019 and December 31, 2019, the Contractor will be paid monthly, if applicable, one-fifth (1/5) of the firm all-inclusive price, GST / HST extra.

Contract No. - N° du contrat  
W6509-171001/001/PSD

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtb825

Client Ref. No. - N° de réf. du client  
W6509-171001

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

Code	Course Title	Course Duration (Hours)	Language French (F) or English (E)	Number of courses required for the session	Firm unit cost per course	Total per course title
<b>Humanities and Social Sciences</b>						
340-102-MQ	L'être humain	45	F	2		
340-101-MQ	Philosophie et rationalité	60	F	2		
350-102-RE	General Psychology	45	F	1		
387-003-ST	Identify and Society	45	F	4		
601-101-MQ	Écriture et littérature	60	F	2		
603-101-MQ	Introduction to College English	60	A	2		
Not credited	Atelier de français	15	F	2		
330-910-RE	History of Western Civilization	45	F	4		
330-300-RE	Practical initiation to Methodology in the Social Sciences	60	F	3		
<b>Second Language</b>						
602	Second language	60	F	8		
604	Second Language	60	E	7		
<b>Science</b>						
201-014-ST	Complement of Mathematics (Arts)	60	F	3		
201-C03-ST	Calculus I	75	F	3		
203-NYB-05	Waves, Optic and Modern Physics	75	F	3		
360-300-RE	Quantitative Method in Social Sciences	60	F	1		
420-GEB-03	Introduction to Computer Science	45	F	6		

TOTAL PRICE: \$ \_\_\_\_\_  
RMC and staff support services (as described in Section 3 of the Statement of Requirement)  
(\_\_\_\_% of the Total price): \$ \_\_\_\_\_  
FIRM PRICE (Section 1.1.1.1.1): \$ \_\_\_\_\_

(To be confirmed upon contract award)

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

### 1.1.1.1.2 Winter Session 2020

For the period between January 1, 2020 and Mai 31, 2020, the Contractor will be paid monthly, if applicable, one-fifth (1/5) of the firm all-inclusive price, GST / HST extra.

Code	Course Title	Course Duration (Hours)	Language French (F) or English (E)	Number of courses required for the session	Firm unit cost per course	Total per course title
<b>Humanities and Social Sciences</b>						
603-102-MQ	Literary Genres	60	E	2		
601-103-MQ	Littérature québécoise	60	F	5		
Non crédité	Ateliers de français	15	F	8		
385-303-ST	Political Systems and Concepts	45	F	3		
385-204-ST	Current Issues in International relations	60	F	1		
330-033-ST	Canadian History	45	F	3		
300-301-RE	Intergration Approach in the Social Sciences	45	F	3		
<b>Second Langue</b>						
602	Second language	60	F	8		
604	Second Language	60	E	8		
<b>Science</b>						
101-901-RE	Human Biology	45	F	1		
202-103-RE	Calculus 1	75	F	7		
203-NYC-05	Waves, Optic and Modern Physics	75	F	5		
360-300-RE	Quantitative Methods in Social Sciences	60	F	2		
242-GEB-03	Engineering Graphics	45	F	3		
202-NYA-05	General Chemistry: Matter	60	F	2		
420-GEB-03	Introduction to Computer Science	45	F	4		

TOTAL PRICE: \$ \_\_\_\_\_

RMC and staff support services (as described in Section 3 of the Statement of Requirement)  
(\_\_\_\_% of the Total price): \$ \_\_\_\_\_  
FIRM PRICE (Section 1.1.1.1.2): \$ \_\_\_\_\_  
(To be confirmed upon contract award)

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

### 1.1.1.2 Laboratory Technician

For the period between August 1, 2019 and July 31, 2020, if applicable, the Contractor will be paid monthly one-twelfth (1/12) of the firm all-inclusive price, GST / HST extra.

Job Category	Number of Individuals Required	Number of Individuals Required	Total by Employment Category
Laboratory Technician			

TOTAL PRICE: \$ \_\_\_\_\_  
RMC and staff support services (as described in Section 3 of the Statement of Requirement)  
(\_\_\_% of the Total price): \$ \_\_\_\_\_  
FIRM PRICE (Section 1.1.1.2): \$ \_\_\_\_\_

(To be confirmed upon contract award)

### 1.1.1.3 Support Services studies (as described in Section 4 of the statement of requirements)

For the period between August 1, 2019 and July 31, 2020, if applicable, the Contractor will be paid monthly one-twelfth (1/12) of the firm all-inclusive price, GST / HST extra.

Number of Students	Firm Unit Cost per Student	Total cost for support services for studies

FIRM PRICE (Section 1.1.1.3): \$ \_\_\_\_\_

(To be confirmed upon contract award)

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

**1.1.2 Year 2 (2020-2021 school year)**  
**1.1.2.1 College education**  
**1.1.2.1.1 Fall session 2020**

For the period between August 1, 2020 and December 31, 2020, the Contractor will be paid monthly, if applicable, one-fifth (1/5) of the firm all-inclusive price, GST / HST extra.

Code	Course Title	Course Duration (Hours)	Language French (F) or English	Number of courses required for the session	Firm unit cost per course	Total per course title
<b>Humanities and Social Sciences</b>						
<b>Second Language</b>						
<b>Science</b>						

TOTAL PRICE: \$ \_\_\_\_\_  
RMC and staff support services (as described in Section 3 of the Statement of Requirement)  
(\_\_\_\_% of the Total price): \$ \_\_\_\_\_  
FIRM PRICE (Section 1.1.2.1.1): \$ \_\_\_\_\_

(To be confirmed upon contract award)

Contract No. - N° du contrat  
**W6509-171001/001/PSD**  
 Client Ref. No. - N° de réf. du client  
 W6509-171001

Amd. No. - N° de la modif.  
 File No. - N° du dossier

Buyer ID - Id de l'acheteur  
**mtb825**  
 CCC No./N° CCC - FMS No/ N° VME

**1.1.2.1.2 Winter Session 2021**

For the period between January 1, 2021 and Mai 31, 2021, the Contractor will be paid monthly, if applicable, one-fifth (1/5) of the firm all-inclusive price, GST / HST extra.

Code	Course Title	Course Duration (Hours)	Number of courses	Language French (F) or English (E)	Firm unit cost per course	Total per course title
<b>Humanities and Social Sciences</b>						
<b>Second Language</b>						
<b>Science</b>						

TOTAL PRICE: \$ \_\_\_\_\_  
 RMC and staff support services (as described in Section 3 of the Statement of Requirement)  
 (\_\_\_% of the Total price): \$ \_\_\_\_\_  
 FIRM PRICE (Section 1.1.2.1.2): \$ \_\_\_\_\_

(To be confirmed upon contract award)

Contract No. - N° du contrat  
W6509-171001/001/PSD  
Client Ref. No. - N° de réf. du client  
W6509-171001

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mtb825  
CCC No./N° CCC - FMS No/ N° VME

### 1.1.2.2 Laboratory Technician

For the period between August 1, 2020 and July 31, 2021, if applicable, the Contractor will be paid monthly one-twelfth (1/12) of the firm all-inclusive price, GST / HST extra.

Job Category	Number of Individuals Required	Number of Individuals Required	Total by Employment Category
Laboratory Technician			

TOTAL PRICE: \$ \_\_\_\_\_  
RMC and staff support services (as described in Section 3 of the Statement of Requirement)  
(\_\_\_% of the Total price): \$ \_\_\_\_\_  
FIRM PRICE (Section 1.1.2.2): \$ \_\_\_\_\_

(To be confirmed upon contract award)

### 1.1.2.3 Support Services studies (as described in Section 4 of the statement of requirements)

For the period between August 1, 2020 and July 31, 2021, if applicable, the Contractor will be paid monthly one-twelfth (1/12) of the firm all-inclusive price, GST / HST extra.

Number of Students	Firm Unit Cost per Student	Total cost for support services for studies

FIRM PRICE (Section 1.1.2.3): \$ \_\_\_\_\_

(To be confirmed upon contract award)

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W6509-171001/A

mtb825

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W6509-171001

xxxxx.XXXXX-XXXXXX

**1.1.3 Year 3 (2021-2022 school year) (Option #1)**

**1.1.3.1 College education**

**1.1.3.1.1 Fall session 2021**

For the period between August 1, 2021 and December 31, 2021, the Contractor will be paid monthly, if applicable, one-fifth (1/5) of the firm all-inclusive price, GST / HST extra.

Code	Course Title	Course Duration (Hours)	Language French (F) or English	Number of courses required for	Firm unit cost per course	Total per course title
<b>Humanities and Social Sciences</b>						
<b>Second Language</b>						
<b>Science</b>						

TOTAL PRICE: \$ \_\_\_\_\_

RMC and staff support services (as described in Section 3 of the Statement of Requirement)  
 (\_\_\_\_% of the Total price): \$ \_\_\_\_\_

FIRM PRICE (Section 1.1.3.1.1): \$ \_\_\_\_\_

(To be confirmed upon contract award)

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W6509-171001/A

mtb825

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W6509-171001

xxxxx.XXXXXX-XXXXXX

**1.1.3.1.2 Winter Session 2022**

For the period between January 1, 2022 and Mai 31, 2022, the Contractor will be paid monthly, if applicable, one-fifth (1/5) of the firm all-inclusive price, GST / HST extra.

Code	Course Title	Course Duration (Hours)	Language French (F) or English	Number of courses required	Firm unit cost per course	Total per course title
<b>Humanities and Social Sciences</b>						
<b>Second Language</b>						
<b>Science</b>						

TOTAL PRICE: \$ \_\_\_\_\_

RMC and staff support services (as described in Section 3 of the Statement of Requirement)

(\_\_\_% of the Total price): \$ \_\_\_\_\_

FIRM PRICE (Section 1.1.3.1.2): \$ \_\_\_\_\_

(To be confirmed upon contract award)

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W6509-171001/A

mtb825

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W6509-171001

xxxxx.XXXXX-XXXXXX

**1.1.3.2 Laboratory Technician**

For the period between August 1, 2021 and July 31, 2022, if applicable, the Contractor will be paid monthly one-twelfth (1/12) of the firm all-inclusive price, GST / HST extra.

Job Category	Number of Individuals Required	Number of Individuals Required	Total by Employment Category
Laboratory Technician			

TOTAL PRICE: \$ \_\_\_\_\_

RMC and staff support services (as described in Section 3 of the Statement of Requirement)

(\_\_\_% of the Total price): \$ \_\_\_\_\_

FIRM PRICE (Section 1.1.3.2): \$ \_\_\_\_\_

(To be confirmed upon contract award)

**1.1.3.3 Support Services studies** (as described in Section 4 of the statement of requirements)

For the period between August 1, 2021 and July 31, 2022, if applicable, the Contractor will be paid monthly one-twelfth (1/12) of the firm all-inclusive price, GST / HST extra.

Number of Students	Firm Unit Cost per Student	Total cost for support services for studies

FIRM PRICE (Section 1.1.3.3): \$ \_\_\_\_\_

(To be confirmed upon contract award)

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W6509-171001/A

mtb825

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W6509-171001

xxxxx.XXXXX-XXXXXX

**1.1.4 Year 4 (2022-2023 school year) (Option #2)**

**1.1.4.1 College education**

**1.1.4.1.1 Fall session 2022**

For the period between August 1, 2022 and December 31, 2022, the Contractor will be paid monthly, if applicable, one-fifth (1/5) of the firm all-inclusive price, GST / HST extra.

Code	Course Title	Course Duration (Hours)	Language French (F) or English	Number of courses required for the session	Firm unit cost per course	Total per course title
<b>Humanities and Social Sciences</b>						
<b>Second Language</b>						
<b>Science</b>						

TOTAL PRICE: \$ \_\_\_\_\_

RMC and staff support services (as described in Section 3 of the Statement of Requirement)  
 (\_\_\_\_% of the Total price): \$ \_\_\_\_\_

FIRM PRICE (Section 1.1.4.1.1): \$ \_\_\_\_\_

(To be confirmed upon contract award)

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W6509-171001/A

mtb825

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W6509-171001

xxxxx.XXXXXX-XXXXXX

**1.1.4.1.2 Winter Session 2023**

For the period between January 1, 2023 and Mai 31, 2023, the Contractor will be paid monthly, if applicable, one-fifth (1/5) of the firm all-inclusive price, GST / HST extra.

Code	Course Title	Course Duration (Hours)	Language French (F) or English	Number of courses required for the session	Firm unit cost per course	Total per course title
<b>Humanities and Social Sciences</b>						
<b>Second Language</b>						
<b>Science</b>						

TOTAL PRICE: \$ \_\_\_\_\_

RMC and staff support services (as described in Section 3 of the Statement of Requirement)  
 (\_\_\_\_% of the Total price): \$ \_\_\_\_\_

FIRM PRICE (Section 1.1.4.1.2): \$ \_\_\_\_\_

(To be confirmed upon contract award)

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W6509-171001/A

mtb825

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W6509-171001

xxxxx.XXXXXX-XXXXXX

**1.1.4.2 Laboratory Technician**

For the period between August 1, 2022 and July 31, 2023, if applicable, the Contractor will be paid monthly one-twelfth (1/12) of the firm all-inclusive price, GST / HST extra.

Job Category	Number of Individuals Required	Number of Individuals Required	Total by Employment Category
Laboratory Technician			

TOTAL PRICE: \$ \_\_\_\_\_

RMC and staff support services (as described in Section 3 of the Statement of Requirement)

(\_\_\_\_% of the Total price): \$ \_\_\_\_\_

FIRM PRICE (Section 1.1.4.2): \$ \_\_\_\_\_

(To be confirmed upon contract award)

**1.1.4.3 Support Services studies** (as described in Section 4 of the statement of requirements)

For the period between August 1, 2022 and July 31, 2023, if applicable, the Contractor will be paid monthly one-twelfth (1/12) of the firm all-inclusive price, GST / HST extra.

Number of Students	Firm Unit Cost per Student	Total cost for support services for studies

FIRM PRICE (Section 1.1.4.3): \$ \_\_\_\_\_

(To be confirmed upon contract award)

Solicitation No. - N° de l'invitation  
 W6509-171001/A  
 Client Ref. No. - N° de réf. du client  
 W6509-171001

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur  
 mtb825  
 CCC No./N° CCC - FMS No./N° VME

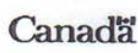
**ANNEX "C"**  
**SECURITY REQUIREMENTS CHECK**  
**LIST**

**RECEIVED**  
 DEC 20 2017

 Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat <b>W6509-17-1001</b> Security Classification / Classification de sécurité SANS CLASSIFICATION
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>	
<b>PART A / CONTRACT INFORMATION / PARTIE A / INFORMATION CONTRACTUELLE</b>	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>MDN</b>	2. Branch or Directorate / Direction générale ou Direction <b>CPM</b>
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 L'entrepreneur fournira le personnel enseignant pour dispenser des cours des département de sciences de la nature, de sciences humaines et des langues. Ces cours seront donnés dans les classes du MDN au site du CMR Saint-Jean à Saint-Jean-sur-Richelieu.	
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / Non / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / Non / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / <input checked="" type="checkbox"/> Yes / Non / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / Non / Oui <span style="float: right;">SM</span>	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / Non / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	All NATO countries / Tous les pays de l'OTAN Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
**SANS CLASSIFICATION**





Contract Number / Numéro du contrat <b>W6509-17-1001</b>
Security Classification / Classification de sécurité SANS CLASSIFICATION

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Yes / Non / Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Yes / Non / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments: Le fournisseur devra faire les demandes de vérification de fiabilité auprès de TPSGC  
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Yes / Non / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Yes / Non / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat <b>W6509-17-1001</b>
Security Classification / Classification de sécurité <b>SANS CLASSIFICATION</b>

**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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET	
Information / Assets / Renseignements / Biens / Production	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>															
IT Media / Support TI / IT Link / Lien électronique	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>															

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 / 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 / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W6509-171001/A

mtb825

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W6509-171001

XXXXX.XXXXX-XXXXXX



Contract Number / Numéro du contrat <b>W6509-17-1001</b>
Security Classification / Classification de sécurité SANS CLASSIFICATION

<b>PART D - AUTHORIZATION / PARTIE D - AUTORISATION</b>			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) <b>Béatrice Richard</b>		Title - Titre <b>Doyen à l'enseignement</b>	Signature 
Telephone No. - N° de téléphone 450-358-6777 x 5701	Facsimile No. - N° de télécopieur 450-358-7635	E-mail address - Adresse courriel beatrice.richard@forces.gc.ca	Date 2017-12-12
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) <b>Sasa Medjovic - DDSO - Industrial Security Senior Security Analyst</b>		Title - Titre	Signature 
Telephone No. - N° de téléphone 450-358-6777 x 5701	Facsimile No. - N° de télécopieur 450-358-7635	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 2017-Dec 20
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			No Non <input type="checkbox"/>
Yes Oui <input checked="" type="checkbox"/>			
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) Cindy Austin (438) 995-7477		Title - Titre Supply Team Leader	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel cindy.austin-gomez@pwgsc-tpsgc.gc.ca	Date 2018-01-22
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées) Maria Mendoza		Title - Titre	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Maria.Mendoza@tpsgc-pwgsc.gc.ca	Date Jan. 17, 2018

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
SANS CLASSIFICATION



SANS CLASSIFICATION

NOTA : LE PRÉSENT DOCUMENT SE VEUT UNIQUEMENT UN GUIDE. SEULES LES CLAUSES CONTRACTUELLES DE LA DSIC DE TPSGC RELATIVES À LA SÉCURITÉ ONT FORCE OBLIGATOIRE. CE GUIDE DOIT ÊTRE UTILISÉ PAR LES RESPONSABLES TECHNIQUES, SCIENTIFIQUES ET DE PROJET DU MDN AINSI QUE PAR LA DSIC DE TPSGC. IL NE DOIT PAS FAIRE PARTIE DES DOCUMENTS CONTRACTUELS DESTINÉS À L'ENTREPRENEUR.

**Directives de sécurité au W6509171001**

- Les renseignements et biens DÉSIGNÉS qui sont échangés ou produits au titre de la présente acquisition seront utilisés, transmis et protégés conformément à la *Politique du gouvernement sur la sécurité* et, pour le personnel de l'entrepreneur qui travaille sur les sites de ce dernier, aux directives qui figurent dans le *Manuel de la sécurité industrielle*. Le personnel de l'entrepreneur qui travaille sur des sites du MDN respectera la *Politique de sécurité du ministère de la Défense nationale* et les *Instructions de sécurité de la Défense nationale* ainsi que tout document connexe sur la technologie de l'information. Les superviseurs de la sécurité de l'unité du MDN doivent s'assurer que le personnel de l'entrepreneur est avisé de ces politiques et de toute autre instruction/politique relative à la sécurité, le cas échéant. Les entrepreneurs étrangers s'en tiendront aux règlements sur la sécurité nationale de leurs gouvernements et (ou) aux ententes bilatérales/protocoles d'entente.
- Les visites requérant un accès à de l'information ou des biens de nature délicate ou à des sites sécuritaires seront coordonnées par le biais des voies hiérarchiques officielles et porteront le nom de ce projet/programme/numéro de contrat.
- Les membres du personnel de l'entrepreneur qui ont besoin d'accéder au Réseau étendu de la Défense (RED) doivent être enregistrés et avoir obtenu de la Direction de la sécurité industrielle canadienne et internationale – Programme des marchandises contrôlées (PMC) le niveau requis d'autorisation de sécurité, avant qu'un compte RED ne leur soit attribué.
- L'entrepreneur et tout employé de l'entrepreneur qui doit avoir accès à un site sécuritaire, doit sur demande de la MDN fournir une preuve de leur citoyenneté.
- La transmission de documents ou d'éléments de nature délicate entre la Défense nationale et la(les) partie(s) contractante(s) sera coordonnée par le biais des voies hiérarchiques officielles. L'officier de sécurité de la compagnie (OSC), ou son équivalent, est le récipiendaire autorisé de la(les) partie(s) contractantes pour toute information ou tout élément de nature délicate.
- **Liaison informatique** : L'entrepreneur est tenu de respecter les « critères de connectivité du système d'information de l'entrepreneur » (ci-joint) et de fournir la topologie de son système d'information (SI) à l'officier de sécurité des SI (OSSI) du projet du MDN, ainsi qu'à la Division de la sécurité industrielle (DSI) de TPSGC. L'OSSI du projet du MDN doit inclure la vérification des critères dans l'ensemble de certification et d'accréditation présenté au Directeur – Sécurité (Gestion de l'information).
- Tous les informations à caractère de nature délicate désigné conçus, développés ou produit pendant l'exécution des travaux, sont entièrement la propriété du MDN et doit être retournée à la fin du contrat ou celle-ci est demandée par l'autorité contractante. L'entrepreneur ne doit pas reproduire, dissimulé, ou divulguer cette information à aucune autre personne sans le consentement écrit du MDN.
- Les sous-contrats contenant des exigences reliées à la sécurité sont interdits sans le consentement écrit de la Direction de la sécurité industrielle canadienne et international des Travaux publics et Services gouvernementaux Canada (DSICI/TPSGC).

SANS CLASSIFICATION

**Personnel du MDN**

Le GPA Sécur 3-4 - l'officier des contrats du MDN doit être contactée pour toute question reliée à la sécurité identifiée dans cette acquisition.

**Personnel industriel**

L'officier de sécurité de la compagnie (OSC), ou son équivalent, peut contacter la DSICI /TPSGC pour toute information concernant les questions reliées à la sécurité identifiées dans cette acquisition. Les fournisseurs étrangers transmettront les demandes de renseignements relatives à la sécurité à leur Agence de sécurité nationale (ASN) et se conformeront aux instructions émises par cette Agence.



Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W6509-171001/A

mtb825

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W6509-171001

xxxxx.XXXXXX-XXXXXX

---

## ANNEX "A" to PART 3 OF THE BID SOLICITATION

### ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

**ANNEX "B" to PART 5 OF THE BID SOLICITATION****FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

- ( ) A1. The Bidder certifies having no work force in Canada.
- ( ) A2. The Bidder certifies being a public sector employer.
- ( ) A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ( ) A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ( ) A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- ( ) A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ( ) B1. The Bidder is not a Joint Venture.

**OR**

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

---

## ANNEX "C" to PART 3 OF THE BID SOLICITATION

### TECHNICAL EVALUATION CRITERIA

#### 1. Mandatory Technical Criteria

Offers must meet all the mandatory technical criteria (MT) listed below. The Bidder must provide the necessary documentation to support compliance with this requirement.

**Important:** Offers that fail to meet all the mandatory technical criteria will be declared non-responsive. In this event, Canada will not evaluate the Bidder's point-rated technical criteria (RT) or financial proposal.

Each mandatory technical criterion should be addressed separately.

Please respond to the evaluation criteria using the table below.

#### Offer Documentation

##### **Quebec government accreditation**

*As proof of government recognition, an original document must be submitted by the Bidder or a certified true copy of the original must be submitted by the Bidder or a commissioner of oaths. If an original document is submitted, a copy will be made by the Technical Authority and the original will be returned to the Bidder after the bid evaluation process is completed.*

##### **Proof of education**

*As proof of education, the Bidder must submit an original document or a certified true copy of the original, confirming the advisor's level of education. If an original document is submitted, a copy will be made by the Technical Authority and the original will be returned to the Bidder after the bid evaluation process is completed.*

##### **Supporting documentation**

*For any supporting documentation, if the Standing Offer Authority determines that the Bidder failed to include the requested proof or certification for the evaluation criteria, the Standing Offer Authority will grant the Bidder 24 working hours from the time the notice was sent to submit the documentation.*

**Table 1: Mandatory Technical Criteria (MT)**

<b>MT 1</b>	<b>Administration of educational programs</b>
	<b>Bidder's ability to recommend that the MEESQ issue college diplomas</b>
<b>1.1</b>	<p>The Bidder must be accredited by the Government of Quebec to provide college-level general and vocational courses for at least ten (10) years from the date of issuance of the Offer.</p> <p>The Offeror must supply the following documentation in order for the offer to be considered responsive:</p> <ul style="list-style-type: none"> <li>i. letters patent under the great seal of the government authorizing the Bidder's institution to provide college-level general and vocational courses; the letters patent must indicate the name of the Bidder's institution and the address of its head office.</li> </ul>
<b>1.2</b>	<p><b>Offeror's ability to provide access to an online service platform</b></p> <p>Must demonstrate its ability to provide an online college service platform at the time of bidding in either of Canada's official languages.</p> <p>The Offeror must, at a minimum, supply the following information in order for the offer to be considered responsive:</p> <ul style="list-style-type: none"> <li>i. a document outlining the Offeror's online services at the time of bidding, including a learning management service and communication tools for students, teaching and technical resources, and pedagogical and administrative resources.</li> </ul>

## 2. Point-Rated Technical Criteria (RT)

Offers that meet all the mandatory technical criteria in Table 1 will be evaluated and scored as specified in the tables below.

Table 2 summarizes the various RT, and Table 3 further details the criteria being evaluated.

**Table 2: Summary of Point-Rated Technical Criteria**

Point-Rated Technical Criteria		Maximum Number of Points
Section 1	Administration of educational programs	120
Section 2	Educational services	60
Section 3	Coaching for teaching and technical resources	60
Section 4	Teaching resources	90
Section 5	Technical resources	30
<b>OVERALL SCORE:</b>		<b>360</b>

**Table 3: Point-Rated Technical Criteria**

Section 1	Administration of educational programs		Section 1 maximum score: 120 points
RT 1.	Services available on an online platform		Maximum score: 60
N°	Point-rated technical criterion	Offer preparation instructions	Weighting
RT 1.1	Availability of an online service platform supporting the delivery of college programs.	For this criterion, the Offeror must include, at a minimum, the following information: i. a list of online services that will be available by August 1, 2019.	For RT 1.1, points will be awarded based on the number of relevant services available online.  The relevance of the services provided will be rated based on how they meet the requirements set out in the Statement of Work.  <b>Maximum weight of 30 points</b>

W6509-171001/A

mtb825

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W6509-171001

xxxxx.XXXXX-XXXXXX

<b>RT 1.2</b>	Availability of an online service platform in both of Canada's official languages on August 1, 2019.	For this criterion, the Offeror must include, at a minimum, the following information: i. a detailed commissioning schedule for the Offeror's online service platform in both of Canada's official languages.	For RT 1.2, points will be awarded based on the accuracy of the various steps of the commissioning schedule and the effective go-live date for the online services in both of Canada's official languages.  <b>Maximum weight of 30 points</b>
<b>RT 1.3 to RT 1.4</b>	<b>Administrative support to the registrar</b>		<b>Maximum score: 60 points</b>
<b>N°</b>	<b>Point-rated technical criterion</b>	<b>Offer preparation instructions</b>	<b>Weighting</b>
<b>RT 1.3</b>	The Offeror has sufficient administrative personnel to provide support services for the registrar of RMC Saint-Jean, which includes:  i. tracking school records to determine the number of students enrolled annually in Royal Military College Saint-Jean, as set out in paragraph 1.2 of the Statement of Work; ii. registering the records of students with the MEESQ; iii. issuing cadet ID cards and distributing agendas; iv. preparing school schedules for instructors and students; v. preparing transcripts for students; and vi. issuing cumulative reports to students on behalf of the college-level educational institution.	For this criterion, the Offeror must provide, at a minimum, a team of three (3) administrative resources who are able to provide registrar services as described in the left-hand column, including the following information: i. the full names of the three administrative officers, ii. their respective position titles; and iii. their respective work descriptions.	For RT 1.3, points will be awarded based on the provision and accuracy of the requested information.  <b>Maximum weight of 30 points</b>
<b>RT 1.4</b>	The Offeror's administrative personnel has acquired the equivalent of a minimum	For this criterion, the Offeror must include, at a minimum, the following information:	For RT 1.4, points will be awarded based on the number of years of experience in college administration each

	of three (3) full-time years of experience in the past seven years in college administration in the Province of Quebec (CEGEP).	<ul style="list-style-type: none"> <li>i. the number of years of college administration experience of each administrative resource submitted for RT 1.2; and</li> <li>ii. a résumé for each administrative resource submitted.</li> </ul>	<p>administrative resource has.</p> <p><b>Maximum weight of 30 points</b></p>
<b>Section 2</b>	<b>Educational services</b>		<b>Section 2 maximum score: 60 points</b>
<b>RT 2.1 to 2.2</b>	<b>Individual educational assistance advisor (IEAA)</b>		<b>Maximum score: 20 points</b>
<b>No.</b>	<b>Point-rated technical criterion</b>	<b>Offer preparation instructions</b>	<b>Weighting</b>
<b>RT 2.1</b>	The IEAA has a minimum of a terminal undergraduate degree in an area of specialization relevant to the job, such as education; guidance, school and career counselling; or psychology OR in any other equivalent discipline.	For this criterion, the Offeror must include, at a minimum, the following information: <ul style="list-style-type: none"> <li>i. the professional's name; and</li> <li>ii. the professional's degree.</li> </ul>	For RT 2.1, points will be awarded based on the professional's level of education. <p><b>Maximum weight of 10 points</b></p>
<b>RT 2.2</b>	The IEAA has acquired a minimum of three (3) years of experience in personal academic advising in the past seven (7) years in Quebec's CEGEP system.	For this criterion, the Offeror must include, at a minimum, the following information: <ul style="list-style-type: none"> <li>i. the professional's résumé.</li> </ul>	For RT 2.2, points will be awarded based on the experience the professional has acquired in the past seven (7) years. <p><b>Maximum weight of 10 points</b></p>
<b>RT 2.3 to 2.4</b>	<b>Adapted support advisor</b>		<b>Maximum score: 20 points</b>
<b>N°</b>	<b>Point-rated technical criterion</b>	<b>Offer preparation instructions</b>	<b>Weighting</b>
<b>RT 2.3</b>	The adapted support advisor has a minimum of a terminal undergraduate degree in an area of specialization relevant to the job, such as education, special education, psychoeducation, psychology, or social work OR in any other equivalent discipline.	For this criterion, the Offeror must include, at a minimum, the following information: <ul style="list-style-type: none"> <li>i. the professional's name; and</li> <li>ii. the professional's degree.</li> </ul>	For RT 2.3, points will be awarded based on the professional's level of education. <p><b>Maximum weight of 10 points.</b></p>

<b>T.C 2.4</b>	The adapted support advisor has acquired a minimum of three (3) years of experience in educational support in the past seven (7) years in Quebec's CEGEP system.	For this criterion, the Offeror must include, at a minimum, the following information: i. the professional's résumé.	For RT 2.4, points will be awarded based on the experience the professional has acquired in the past seven (7) years.  <b>Maximum weight of 10 points</b>
<b>RT 2.5 to RT 2.6</b>	<b>Educational advisor</b>		<b>Maximum score: 20 points</b>
<b>N°</b>	<b>Point-rated technical criterion</b>	<b>Offer preparation instructions</b>	<b>Weighting</b>
<b>RT 2.5</b>	The educational advisor has a minimum of a terminal undergraduate degree in an area of specialization relevant to the job, such as education OR in any other equivalent discipline.	For this criterion, the Offeror must include, at a minimum, the following information: i. the professional's name; and ii. the professional's degree.	For RT 2.5, points will be awarded based on the professional's level of education.  <b>Maximum weight of 10 points</b>
<b>RT 2.6</b>	The educational advisor has acquired a minimum of three (3) years of experience in educational advising in the past seven (7) years in Quebec's CEGEP system.	For this criterion, the Offeror must include, at a minimum, the following information: i. the professional's résumé.	For RT 2.6, points will be awarded based on the experience the professional has acquired in the past seven (7) years.  <b>Maximum weight of 10 points</b>
<b>Section 3</b>	<b>Coaching for teaching and technical resources</b>		<b>Section 3 maximum score: 60 points</b>
<b>RT 3.1</b>	<b>Human resources coaching plan</b>		<b>Maximum score: 20 points</b>
<b>Note:</b> <i>The human resources coaching plan submitted by the Bidder in response to this request for tenders will be in effect for the duration of the contract.</i>			
<b>N°</b>	<b>Point-rated technical criterion</b>	<b>Offer preparation instructions</b>	<b>Weighting</b>
<b>RT 3.1</b>	The Bidder has a detailed human resources management plan for the client's teaching resources.	The offer must include, at a minimum, the following information: i. the teaching resource evaluation process; ii. the technical resource evaluation process; iii. the continuous education tracking process for the client's teaching and technical resources;	For RT 3.1, points will be awarded based on the accuracy and relevance of the four (4) components of the RMC Saint-Jean personnel coaching plan.  <b>Maximum weight of 20 points</b>

		and <b>iv.</b> the guidelines for coaching teaching and technical resources remotely and at the client's facilities.	
<b>RT. 3.2 to 3.3</b>	<b>Teaching / technical resource coordinator</b>		<b>Maximum score: 40 points</b>
<b>N°</b>	<b>Point-rated technical criterion</b>	<b>Offer preparation instructions</b>	<b>Weighting</b>
<b>RT 3.2</b>	The Offeror has the ability to provide a teaching / technical resource coordinator who has a minimum of a terminal undergraduate degree in industrial relations or human resources management OR in any other equivalent discipline.	For this criterion, the Bidder must include, at a minimum, the following information: i. the professional's full name; and ii. the professional's degree.	For RT 3.2, points will be awarded based on the professional's level of education.  <b>Maximum weight of 20 points</b>
<b>RT 3.3</b>	The Bidder's human resources coordinator has acquired a minimum of three (3) years of experience in human resources in the past seven (7) years in Quebec's CEGEP system.	For this criterion, the Bidder must include, at a minimum, the following information: i. the professional's résumé.	For RT 3.3, points will be awarded based on the experience the professional has acquired in the past seven (7) years.  <b>Maximum weight of 20 points</b>
<b>Section 4</b>	<b>Teaching resources</b>		<b>Section 4 maximum score: 90 points</b>
<b>Note:</b> For the RTs in Section 4, only two (2) resources will be evaluated for each discipline. If the number of resources submitted for these RTs exceeds this limit, only the first two (2) resources per discipline will be evaluated.			
<b>RT 4.1 to RT 4.3</b>	<b>Teaching resources (Humanities and social sciences)</b>		<b>Maximum score: 30 points</b>
<b>N°</b>	<b>Point-rated technical criterion</b>	<b>Offer preparation instructions</b>	<b>Weighting</b>
<b>RT 4.1</b>	The Offeror has the ability to provide humanities (philosophy and literature) and social sciences teaching resources who have a minimum of a terminal graduate degree in one of the disciplines in the diploma of college studies in social sciences.	For this criterion, the Bidder must include the following information: ii. the full names of two (2) humanities or social sciences teaching resources; and iii. each teaching resource's degree.	For RT 4.1, points will be awarded based on each professional's level of education.  <b>Maximum weight of 10 points</b>

<b>RT 4.2</b>	The humanities and social sciences teaching resources have taught the equivalent of a minimum of two full college semesters in the past seven (7) years.	For this criterion, the Bidder must include, at a minimum, the following information: i. each teaching resource's résumé.	For RT 4.2, points will be awarded based on the relevant experience each teaching resource has acquired in the past seven (7) years.  <b>Maximum weight of 10 points</b>
<b>RT 4.3</b>	The humanities and social sciences teaching resources have the ability to teach at the college level in English or in French.	For this criterion, the Bidder must include, at a minimum, the following information: i. one (1) English copy of a detailed course outline for the social sciences college program proposed by one of the two resources; and ii. one (1) French copy of a detailed course outline for the social sciences college program proposed by one of the two resources.	For RT 4.3, points will be awarded to each course outline based on the relevance and accuracy of the information and the quality of the language used in it.  <b>Maximum weight of 10 points</b>
<b>RT 4.4 to RT 4.6</b>	<b>Teaching resources (Natural sciences)</b>		<b>Maximum score: 30 points</b>
<b>N°</b>	<b>Point-rated technical criterion</b>	<b>Offer preparation instructions</b>	<b>Weighting</b>
<b>RT 4.4</b>	The Bidder has the ability to provide natural sciences teaching resources who have a minimum of a terminal undergraduate degree in one of the disciplines in the diploma of college studies in natural sciences.	For this criterion, the Bidder must include the following information: i. the full names of two (2) natural sciences teaching resources; and ii. each teaching resource's degree.	For RT 4.4, points will be awarded based on each professional's level of education.  <b>Maximum weight of 10 points</b>
<b>RT 4.5</b>	The natural sciences teaching resources have taught the equivalent of a minimum of two (2) full college semesters in the past seven (7) years.	For this criterion, the Bidder must include, at a minimum, the following information: i. each teaching resource's résumé.	For RT 4.5, points will be awarded based on the relevant experience each teaching resource has acquired in the past seven (7) years.  <b>Maximum weight of 10 points</b>

W6509-171001/A

mtb825

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W6509-171001

xxxxx.XXXXX-XXXXXX

<b>RT 4.6</b>	The natural sciences teaching resources have the ability to teach at the college level in English or in French.	For this criterion, the Bidder must include, at a minimum, the following information: i. one (1) English copy of a detailed course outline for the natural sciences college program proposed by one of the two resources; and ii. one (1) French copy of a detailed course outline for the natural sciences college program proposed by one of the two resources.	For RT 4.6, points will be awarded to each course outline based on the relevance and accuracy of the information and the quality of the language used in it.  <b>Maximum weight of 10 points</b>
<b>RT 4.7 to RT 4.9</b>	<b>Teaching resources (Languages)</b>		<b>Maximum score: 30 points</b>
<b>N°</b>	<b>Point-rated technical criterion</b>	<b>Offer preparation instructions</b>	<b>Weighting</b>
<b>RT 4.7</b>	The Bidder has the ability to provide language teaching resources who have a minimum of a terminal graduate degree in language teaching OR in any other equivalent discipline.	For this criterion, the Bidder must include the following information: i. the full names of two (2) languages teaching resources, i.e., one (1) English-language teaching resource AND one (1) French-language teaching resource; and ii. each teaching resource's degree.	For RT 4.7, points will be awarded based on each professional's level of education.  <b>Maximum weight of 10 points</b>
<b>RT 4.8</b>	Each of the two (2) resources has taught English or French for the equivalent of a minimum of two (2) full college semesters in the past seven (7) years.	For this criterion, the Bidder must include, at a minimum, the following information: i. each teaching resource's résumé.	For RT 4.8, points will be awarded based on the relevant experience each teaching resource has acquired in the past seven (7) years.  <b>Maximum weight of 10 points</b>
<b>RT 4.9</b>	Each of the two (2) resources has the ability to teach English or French at the college level.	For this criterion, the Bidder must include the following information: i. one (1) copy of a detailed English language course outline proposed by	For RT 4.9, points will be awarded to each course outline based on the relevance and accuracy of the information and the quality of the language used in it.

		<p>one (1) of the two (2) resources; and</p> <p>ii. one (1) copy of a detailed French language course outline proposed by one (1) of the two (2) resources.</p>	<b>Maximum weight of 10 points</b>
<b>Section 5</b>	<b>Technical resources (Laboratories)</b>		<b>Section 5 maximum score: 30 points</b>
<b>Note:</b> For the RTs in Section 5, only three (3) resources, i.e., one (1) per discipline, will be evaluated. If the number of resources submitted for these RTs exceeds this limit, only the first resource per discipline will be evaluated.			
<b>RT 5.1 to 5.2</b>	<b>Technical resources (Chemistry)</b>		<b>Maximum score: 10 points</b>
<b>N°</b>	<b>Point-rated technical criterion</b>	<b>Offer preparation instructions</b>	<b>Weighting</b>
<b>RT 5.1</b>	The Bidder has the ability to provide one (1) technical resource who has a minimum of a terminal undergraduate degree in chemistry to ensure maintenance of RMC Saint-Jean's laboratories and support for the courses being delivered there.	For this criterion, the Bidder must include the following information: <ul style="list-style-type: none"> <li>i. the technical resource's full name; and</li> <li>ii. the technical resource's degree.</li> </ul>	For RT 5.1, points will be awarded based on the resource's level of education.  <b>Maximum weight of 5 points</b>
<b>RT 5.2</b>	The technical resource has acquired a minimum of three (3) years of experience as a laboratory technician in the past seven (7) years.	For this criterion, the Bidder must include, at a minimum, the following information: <ul style="list-style-type: none"> <li>i. the technical resource's résumé.</li> </ul>	For RT 5.2, points will be awarded based on the relevant experience the technical resource has acquired in the past seven (7) years.  <b>Maximum weight of 5 points</b>
<b>RT 5.3 to 5.4</b>	<b>Technical resources (Physics)</b>		<b>Maximum score: 10 points</b>
<b>RT 5.3</b>	The Bidder has the ability to provide one (1) technical resource who has a minimum of a terminal undergraduate degree in physics to ensure maintenance of RMC Saint-Jean's laboratories and support for the courses being delivered there.	For this criterion, the Bidder must include the following information: <ul style="list-style-type: none"> <li>i. the technical resource's full name; and</li> <li>ii. the technical resource's degree.</li> </ul>	For RT 5.3, points will be awarded based on the resource's level of education.  <b>Maximum weight of 5 points</b>
<b>RT 5.4</b>	The technical resource has acquired a minimum of three (3) years of	For this criterion, the Bidder must include, at a minimum, the following	For RT 5.4, points will be awarded based on the relevant experience the technical

W6509-171001/A

mtb825

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W6509-171001

xxxxx.XXXXX-XXXXXX

	experience as a laboratory technician in the past seven (7) years.	information: i. the technical resource's résumé.	resource has acquired in the past seven (7) years.  <b>Maximum weight of 5 points</b>
<b>RT 5.5 to 5.6</b>	<b>Technical resources (Biology)</b>		<b>Maximum score: 10 points</b>
<b>RT 5.5</b>	The Bidder has the ability to provide one (1) technical resource who has a minimum of a terminal undergraduate degree in biology to ensure maintenance of RMC Saint-Jean's laboratories and support for the courses being delivered there.	For this criterion, the Bidder must include the following information: i. the technical resource's full name; and ii. the technical resource's degree.	For RT 5.5, points will be awarded based on the resource's level of education.  <b>Maximum weight of 5 points</b>
<b>RT 5.6</b>	The technical resource has acquired a minimum of three (3) years of experience as a laboratory technician in the past seven (7) years.	For this criterion, the Bidder must include, at a minimum, the following information: i. the technical resource's résumé.	For RT 5.6, points will be awarded based on the relevant experience the technical resource has acquired in the past seven (7) years.  <b>Maximum weight of 5 points</b>

Solicitation No. - N° de l'invitation

**W6509-171001/A**

Client Ref. No. - N° de réf. du client

W6509-171001

Amd. No. - N° de la modif.

File No. - N° du dossier

XXXXX.XXXXXX-XXXXXX

Buyer ID - Id de l'acheteur

**mtb825**

CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX "D" to PART 3 OF THE BID SOLICITATION**

### **CALCULATION**

For financial evaluation purposes, the bid price will be determined by the sum of the lot prices for the regular service for the first year of the contract only.

The level of effort for the first year presented in the Basis of Payment is only an example for financial evaluation purposes and may vary with the level of actual effort.