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**REQUEST FOR PROPOSAL (RFP)  
# 9F064-18-0191**

FOR THE REQUIREMENT OF  
**Space Technical Courses**

**AMENDMENT 2**

**Point Rated Technical Criteria :  
Minor changes were made to better evaluate the proposals.**



**November 6<sup>th</sup>, 2018**



## Point Rated Technical Criteria

Technical Evaluation Criteria and Ratings	
	Ratings
<b>1. Team Past Experience and Capability</b>	<b>70 (max)</b>
EC1. Course provider experience	30
EC2. Instructor experience in the course topic	30
EC3. Novelty of the teaching material	10
<b>2. Delivery Plan</b>	<b>30 (max)</b>
CC1. Course Plan	15
CC1. Educative Tools and Methodology	15
<b>3. Language Asset – LC1</b>	<b>5 (max)</b>
<b>Maximum Overall Technical Score</b>	<b>105</b>
<b>Minimum Overall Technical Score Requirement</b>	<b>70</b>

1. For each proposed team member, the bidder must include, within the proposal, a resume that describes their experience. The resume shall be up-to-date and shall be submitted as an Appendix. Referenced past courses under the Team Experience and Capability Evaluation Criteria (EC) must be clearly highlighted in each resume. The bidder must include the breakdown of the proposed number of hours spent on-site in the delivery of each course per course instructor. The bidder must include the breakdown of novel teaching material in the delivery of each course.
2. The bidder must submit a table that lists all course topics referenced under the Course Plan, Educative Tools, and Methodology Evaluation Criteria (CC), including the name and coordinates of a contact person or reference for each. The bidder must include a breakdown of the number of specific objectives for each course along with corresponding breakdown of teaching tools and methodology in the delivery of each course.
3. The bidder shall provide a reference, and authorization to contact, a client of a past course delivery that includes:
  - a. Name and description of previous client organization;
  - b. Name, telephone number and email address of a reference of the client identified in a) above
4. The responsive bids will be evaluated for the Space Technical Courses to be supplied as per criteria detailed in Tables 1, 2 and 3 that follows.



<b>TABLE 1 – Supplier Experience and Capability Evaluation Criteria (EC)</b> – This criterion assesses the experience of the key course supplier identified to carry out the work in terms of the their background, qualifications and experience of the course provider (EC1) and instructor (EC2) and novelty of teaching material (EC3).				
<b>Criteria</b>	<b>Criteria Description</b>	<b>Points</b>	<b>Points</b>	<b>Response</b>
EC1	The course provider is to provide its background profile. The bidder must provide a reference and authorization to contact a client of a past course delivery that includes: Name and description of the previous client organization; Name of reference client contact details including telephone number and e-mail address.	The bid <b>MUST</b> substantiate the length of the track record of the course provider in executing and managing courses of a scope and complexity similar to that required. Less than one (1) year : <b>0 points</b> Between one (1) and two (2) years : <b>5 points</b> Between three (3) and four (4) years : <b>10 points</b> Between five (5) and seven (7) years : <b>20 points</b> More than seven (7) years : <b>30 points</b>	Maximum of 30 points	
EC2	For each proposed instructor member, the bidder must include within the proposal, the breakdown of the number of hours dedicated to the on-site delivery of each course, together with an up to date resume (Curriculum Vitae) that describes their teaching experience in the field to be taught in an Appendix.	The bid <b>MUST</b> substantiate the number of years of relevant teaching experience of the proposed instructor (s) in the field to be taught, as well as the on-site breakdown of number of hours dedicated to the delivery of each course per instructor.  No experience : <b>0 points</b> Between one (1) and four (4) years : <b>5 points</b> Between five (5) and nine (9) years : <b>20 points</b> Between ten (10) and fourteen (14) years : <b>25 points</b> Fifteen (15) years or more : <b>30 points</b>  <b>For multiple courses with different instructors, a weighted average score based on the number of on-site hours and experience shall be applied.</b>	Maximum of 30 points	
EC3	Novelty of the teaching material such as text books, publications, papers, reports and presentations, certification etc. used as teaching material in the field must be demonstrated.	The bid <b>MUST</b> demonstrate the novelty of the teaching material based on a number of recent referenced material (for example: relevant recent text books, publications, papers, reports and presentations, certifications etc.). The breakdown of referenced novel teaching material for each course is required.  Less than two (2) referenced material: <b>0 points</b> Between two (2) and four (4) referenced material: <b>5 points</b> Five (5) or more referenced material : <b>10 points</b>  <b>For multiple courses with different compliant novel teaching material, an average score for each course based on the number of referenced teaching material will be applied.</b>	Maximum of 10 points	



<b>TABLE 2 – Course Plan and Educative Tools- Evaluation Criteria (CC)</b> – This criterion evaluates the course’s underlying methodology and the thoroughness of the Course Plan to meet the specific objectives (CC1) and educative tools (CC2). The plan will be evaluated for its completeness, credibility, effectiveness and efficiency. The bidder must provide a comprehensive specialized level Course Plan (content and approximate schedule) and explain which educative tools and methods will be used (power point presentation, videos, practical examples, exercises, hardware and software demos, etc.).				
Criteria	Criteria Description	Points	Points	Response
CC1	The course plan must achieve the specific objectives as outlined in sections 5.1.1, 5.1.2, and 5.1.3 of the Statement of Work.	<p>The bid MUST demonstrate that the course plan provides for meeting the specific objectives. The breakdown of compliant objectives for each course is required.</p> <p><b>0 points</b> for meeting only 1 of the specific objectives.  <b>5 points</b> for meeting only 2 of the specific objectives.  <b>10 points</b> for meeting only 3 of the specific objectives.  <b>15 points</b> for meeting all 4 of the specific objectives.</p> <p><b>For multiple courses with different number of compliant objectives, an average score for each course based on the number of specific objectives complied with shall be applied.</b></p>	Maximum of 15 points	
CC2	Educative tools and methodology that will be used (power point presentation, videos, practical examples, exercises, hardware in the loop and software demos, or any equivalent tools and methodology)	<p>The bid MUST demonstrates educative tools &amp; methodology in support of a successful course delivery. The breakdown of educative tools for each course is required.</p> <p><b>0 points</b> if the bid demonstrates no use of educative tools and methodology.  <b>5 points</b> if the bid demonstrates at least 2 educative tools and methodology.  <b>10 points</b> if the bid demonstrates at least 3 educative tools and methodology.  <b>15 points</b> if the bid demonstrates at least 4 educative tools and methodology.</p> <p><b>For multiple courses with different number of educative tools, an average score for each course based on the number of educative tools shall be applied.</b></p>	Maximum of 15 points	



**TABLE 3 – Language Asset Criteria (LC)** - In compliance with Canada official languages policy, it will be considered as an asset if the course is orally delivered in one official language (English or French) and the accompanying notes be provided in the other official language (French or English).

Criteria	Criteria Description	Points	Points	Response
LC1	The course is delivered orally in one official language (French or English) and the accompanying notes are provided in the other official language (French or English)	<p><b>0 points</b> if the courses are to be conducted entirely in a single official language.</p> <p><b>5 points</b> if all the courses are to be delivered orally in one official language while the accompanying notes are provided in the other official language.</p> <p><b>For multiple courses with different course language delivery, an average score based on number of compliant courses with the language asset criteria shall be applied.</b></p>	Maximum of 5 points	