

REQUEST FOR STANDING OFFERS
TEST SCORING SERVICES FOR IN BASKET ASSESSMENT TOOLS
FOR

THE PUBLIC SERVICE COMMISSION (PSC)

SOLICITATION DATE: NOVEMBER 9TH, 2018

CLOSING DATE AND TIME: DECEMBER 19TH, 2018 at 2:00 p.m. EASTERN STANDARD TIME

Standing Offer Authority: Julie Gauthier

Public Service Commission
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Public Service Commission
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(The Standing Offer Authority is responsible for establishing and administering the contract.)

Proposal Submission:

Proposals must be sent to the Public Service Commission, at one of the following addresses:

For delivery by courier services:

Bid Receiving
SOLICITATION NUMBER: D1120-18-2004
Public Service Commission c/o SCI
Procurement Services
2303 Stevenage Drive
Ottawa, Ontario K1G 3W1

Attention: Julie Gauthier

For in-person drop-off :

Bid Receiving
SOLICITATION NUMBER: D1120-18-2004
Public Service Commission
Procurement Services
22 Eddy Street, 12th Floor, Room 12011
Gatineau, Québec K1A 0M7

IMPORTANT: (In-Person Drop-Off)

Please call the Standing Offer authority from the
commissionaire's desk upon arrival.

**It is strongly recommended that the bidder contact the
Standing Offer Authority or the backup and schedule
an in-person drop-off. It is solely the bidder's
responsibility to ensure that the proposal is received at
the address above by the closing date and time.**

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**Proposal to the Public Service Commission
Bidder Information and Authorization**

Bidder Name and Address:
Legal Status (incorporated, registered, etc.)
GST or HST Registration Number and/or Business Identification Number (The Canada Revenue Agency):

Name and Title of Person authorized to sign on behalf of Bidder:

Print Name	Title
Signature	Date

Central Point of Contact:

The Bidder has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name	Title
Telephone	Fax
E-Mail	

Each proposal must include a copy of this page properly completed and signed. The Bidder's signature indicates acceptance of the terms and conditions set out herein.

NOTE: It is the Bidder's responsibility to contact the Standing Offer Authority as soon as possible if there are any changes to the Bidder's contact information. The PSC's main method of communicating with Bidders is via email; therefore, it is the Bidder's responsibility to ensure that they verify their email account for important information during both the solicitation period, and the resulting standing offer period. The PSC is under no obligation to contact the Bidder via any other means (such as phone, fax or mail), and should the Bidder miss important deadlines sent to their email address identified above, it will be at no fault of the PSC (unless the Bidder has previously advised the Standing Offer Authority of a change in their email address).

PART 1 - GENERAL INFORMATION

1.1 Summary

This is a Request for Standing Offers (RFSO) for the establishment of multiple Standing Offers on a rotational list to satisfy the requirements of the Public Service Commission (PSC) for **Test Scoring Services for In-Basket Assessment Tools** on an “as and when requested” basis for a period commencing on the date of the Standing Offer Authorization and terminating two (2) years after, with provisions to extend the period for two (2) additional one-year periods. Any extensions of the Standing Offer period will be done under the same terms and conditions and at the rates or prices specified in the Standing Offer. The PSC will consider entering into Standing Offers with Bidders offering the most acceptable proposals determined in regards to the evaluation factors set out in this RFSO.

This requirement is subject to the terms of the Agreement on Government Procurement of the World Trade Organization (GPA-WTO), the North-American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CCOFTA), the Canada-European Union (EU) Comprehensive Economic and Trade Agreement (CETA) and the Canadian Free Trade Agreement (CFTA).

1.2 Security Requirement

There is a security requirement associated with the requirements of the Standing Offer.

Before issuance of a Standing Offer, the following conditions must be met:

- a) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Appendix “D” – Statement of Work.
- b) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

The PSC will not delay the issuance of any Standing Offer to allow bidders to obtain the required clearance.

1.3 Interpretation

In this RFSO and any resulting Standing Offer or Call-up, unless the context otherwise requires:

1. "Call-up" means an order issued by the Call-up Authority duly authorized to issue a Call-up against a particular Standing Offer. Issuance of a Call-up to the Bidder constitutes acceptance of its Bid and results in the creation of a contract between Her Majesty the Queen in right of Canada and the Bidder for the goods, services or both described in the Call-up;
2. "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Public Service Commission.
3. "Bidder" means the person or entity whose name appears on the signature page of the Standing Offer and who offers to provide goods, services or both to Canada under the Standing Offer;
4. "Standing Offer" means the written offer from the Bidder, the clauses and conditions, these general conditions, Appendixes and any other document specified or referred to as forming part of the Standing Offer;
5. "Standing Offer Authority" means the person designated as such in the Standing Offer, or by notice to the Bidder, to act as the representative of Canada in the management of the Standing Offer.

1.4 Office of the Procurement Ombudsman (OPO)

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

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

The following appendixes are hereby incorporated into and form part of this solicitation. **Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by such instructions.**

Appendix « A » – General Conditions of a Service Contract;
Appendix « B » – Supplementary Conditions of a Service Contract;
Appendix « C » – Terms of payment of a Service Contract;
Appendix « D » – Statement of Work;
Appendix « E » – General Conditions – Standing Offers – Goods or Services;
Appendix « F » – Standard Instructions – Request for Standing Offers – Goods or Services – Competitive requirements;
Appendix « G » – Basis of payment
Appendix « H » – Security Requirements Check List (SRCL);
Appendix « I » – Quality control: (A) Monitoring Report, (B) Rescore Report and (C) Scorer’s Form: Reporting Specific PPC Test Issues;
Appendix « J » – Confidentiality Policy and Agreement; and
Appendix « K » – Registering Document for Equipment Purchase: Procedures and form 5-A

All Bidders submitting proposals shall maintain the confidentiality of all information, documents, and material, whether in oral, written, or machine readable form furnished by the PSC and shall not communicate such information, documents or materials to any third party without the prior consent of the PSC.

2.2 Aboriginal Suppliers - Self-identification

The PSC has made a commitment to increase contracting actions between the federal government and Aboriginal businesses, in accordance with The Procurement Strategy for Aboriginal Business. In order to assist the PSC in reporting contracting activities with Aboriginal businesses, it is important that Aboriginal Bidders identify themselves as such by completing and providing appropriate Certification Requirements which have been developed by the Department of Indigenous and Northern Affairs Canada.

2.3 Submission of Bids

Bidders MUST submit **four (4) copies** of the **Technical Proposal** and **one (1) copy** of the **Financial Proposal** to the Public Service Commission (see page 1 for complete address) no later than **December 19th, 2018, 2:00 PM Eastern Standard Time**. It is the responsibility of the Bidders to ensure that proposals are received at the required address before the closing date and time, and are provided in accordance with Section 2.4 of Part 2 – Bid Preparation Instructions. **Proposals will not be accepted after 2:00 PM Eastern Standard time on (December 19th, 2018) and will be returned unopened to the sender.**

Proposals should be concise and should address, but not necessarily be limited to, the evaluation criteria and selection method. Bids will be evaluated solely on their content. Evaluation criteria not addressed will be given a score of zero. It is the responsibility of the Bidder to obtain clarification of the requirements contained, herein, if necessary prior to submitting a bid using the procedure described in PART 2 – Bidder Instructions.

Due to the high risk of technical difficulties and unsecured equipment, electronic transmission of proposals by such means as electronic mail, facsimile, or commercial telex is not considered to be practical and therefore **will not be accepted.**

2.4 Bid Preparation Instructions

The PSC requests that Bidders provide their Bid in separately bound sections and in separate envelopes as follows:

- a) Section I: Technical Bid (4 hard copies)
- b) Section II: Financial Bid (1 hard copy)
- c) Section III: Include the certifications as a separate section of the Technical Bid

Prices must appear in the Financial Bid only. No prices must be indicated in any other section of the bid. Non-compliance with this condition (for that reason alone) may result in bid disqualification.

The PSC requests that Bidders follow the format instructions described below in the preparation of their bid.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for Standing Offers.

2.4.1 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.

The Technical Proposal shall clearly address the following aspects:

- a) Mandatory Requirements
- b) Rated Requirements

The Technical Proposal must demonstrate compliance with all mandatory proposal requirements and must demonstrate how each proposed resource meets the mandatory technical requirements and the rated requirements set out in PART 3 – Evaluation Procedures and Basis of Selection. The Technical Proposal must respond to each of the Mandatory and Rated Requirements demonstrating how the qualifications including experience of the proposed resources satisfy the requirement. As outlined in PART 3 – Evaluation Procedures and Basis of Selection – bidders should use the tables provided in order to provide a structured response. Sufficient details including dates, titles, functions, activities, achievements, degrees, etc. **MUST** be provided to demonstrate that the requirement is met. Failure to provide sufficient details may result in a non-compliant proposal.

The PSC will award up to six (6) Standing Offers for Stream A – English Scorer and up to three (3) Standing Offers for Stream B – French Scorer.

A resource CAN BE proposed in Stream A (English) and Stream B (French). The Bidder should clearly indicate the Stream(s) of service for which it is bidding **on the first page of their proposal**.

Proposals should be structured so that responses for each proposed resource are separate from any other proposed resource. Bidders **MUST** include a curriculum vitae (CV) or resume of a proposed resource to provide a summary of the qualifications and experience of the individual.

1. The bidder may propose one or more individual(s) to provide the services. The evaluation team will evaluate all proposed individuals in accordance with the evaluation procedures described herein.
2. The bidder must provide information indicating how and where he or she acquired the experience described in the technical proposal; otherwise, it will not be included in the evaluation process.
3. To facilitate the evaluation and to ensure that sufficient information is provided to permit a complete evaluation, it is **strongly** suggested that the résumé of each proposed individual be presented using the following format:
 - A. Name of bidder and name of proposed individual.
 - B. Position title or affiliation with bidder.
 - C. Security clearance level of the individual.
 - D. Relevant academic and/or professional qualifications.

E. Career summary:

- a. Individual's detailed employment history;
- b. Past experience relevant to the evaluation criteria;
- c. Organization(s) where the individual was employed, including:
 - i. Organization name and total workforce (permanent, full-time employees);
 - ii. Positions occupied, including start and end dates (mm-yy);
 - iii. Individual's hierarchical level in the organization;
 - iv. Reporting structure both below and above the individual's position

2.4.2 Section II: Financial Bid

Bidders must submit their Financial Bid in accordance with the Appendix "G" - Basis of Payment. The total amount of Taxes is to be shown separately, if applicable.

In the Financial Proposal, bidders must include prices and/or rates for the services to be provided, in Canadian dollars, in compliance with the following pricing basis:

- A. For Canadian-based bidders, prices and/or rates of pay for services must be firm and all-inclusive, as indicated in Appendix "G" – Basis of Payment attached (excluding taxes) where applicable, and inclusive of excise taxes and Canadian customs duties, where applicable, and the deliverables FOB Destination.

Travel and per diem expenses **MUST** be included in the proposed prices and/or rates for all services requested and provided in the National Capital Region. For services requested outside the National Capital Region, travel and per diem expenses must be pre-approved by the Project Authority, and will be paid according to the National Joint Council Travel Directive.

B. Workplace and Facilities

Training and orientation sessions and quality assurance reviews will be carried out in facilities provided by the PSC (mainly in the National Capital Region) and will be conducted at the expense of the bidder. The PSC will not agree to pay travel and per diem expenses incurred by the bidder to attend the sessions and reviews.

- C. The proposed firm all-inclusive prices and/or rates **MUST NOT EXCEED the MAXIMUM all-inclusive prices and/or MAXIMUM hourly rates** indicated in Appendix "G" – Basis of Payment attached.

- D. All firm all-inclusive prices and/or rates that are proposed shall be valid for the initial period of the standing offer and for any authorized extension period.

- E. In cases where more than one Resource is proposed, the bidder **MUST PROPOSE** the same firm all inclusive price and/or rate per item for all resources.

During the bid evaluation period, Bidders may or may not be required to clarify the details included in bids. Information shall be made available to the PSC within three (3) working days of receipt of a request. Information or clarifications submitted after the three (3) working day deadline will not be accepted. The PSC is under no obligation to request clarification(s) from the Bidder; therefore it is in the Bidder's best interest to include complete, descriptive information in its proposal.

2.5 Enquiries – Request for Standing Offers

All enquiries must be submitted in writing (either by regular mail or electronic mail) to the PSC Standing Offer Authority (identified on page one (1) of the solicitation document) on or before **four (4) calendar days** before the RFSO closing date. All enquiries and other communications with government officials throughout the solicitation period are to be directed **ONLY** to the **Standing Offer Authority (or his or her Backup)** named on page one (1) of the solicitation. Non-compliance with this condition during the solicitation period may (for that reason alone) result in disqualification of bids.

Bidders should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable PSC 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 PSC determines that the enquiry is not of a proprietary nature. PSC may edit the questions or may request that Bidders do so, so that the proprietary nature of the question is eliminated, and the enquiry together with the response can be distributed to all Bidders either through a posting on the Government Electronic Tendering Services (GETS) or through electronic mail. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by PSC.

2.6 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed 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 – EVALUATION PROCEDURES AND BASIS OF SELECTION

Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the Evaluation Team. Proposals failing to adequately respond to the mandatory requirements will be excluded from further considerations. Only proposals found to meet the mandatory requirements will be evaluated against the rated requirements. Your technical proposal should address each of the requirements in the order in which they appear.

Listing professional experience without providing any supporting details describing when, where and how such experience was obtained will cause the proposal to be considered non-compliant by the evaluation team. All professional experience MUST be fully documented and substantiated in the proposal.

3.1 Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of the PSC will evaluate the bids.
- c) It is the Bidder's responsibility to ensure that the email address provided in the Proposal to the Public Service Commission Bidder Information and Authorization (on page 4) is valid.

3.1.1 Evaluation Process

The evaluation will be conducted in three (3) steps:

Step 1: Proposals will be evaluated to ensure compliance with the Mandatory Requirements.

After a proposal has been determined to be compliant, each proposed resource will be evaluated individually following Steps 2 and 3 independent of any other proposed resource included in the proposal.

Step 2: The responses for each Rated Requirement, for each proposed resource will be evaluated and points awarded. Proposed resources who do not achieve the minimum points for Rated Requirements R3, R4, R5 and R6 will be considered non-compliant and not considered further. Failure of one proposed resource offered in a proposal will not impact the evaluation of any of the other proposed resources.

Step 3: The Technical Score (sum of points achieved for all rated requirements) for each compliant proposed resource will be calculated. The Total Technical Score will be calculated by averaging the technical score of each compliant proposed resource.

Bidders are reminded that they must respond to each Mandatory and Rated Requirement sufficiently to demonstrate compliance. Requirements that are not addressed will not be awarded points. Dates, position titles, functions, organizations must be specified and described in sufficient detail.

Proposals listing experience without supporting it with information establishing where, how, when (year and month experience acquired), and duration (years and months of experience) will be given a mark of zero (0).

3.1.2 Selection for Standing Offers

The Public Service Commission intends to award **up to six (6) Standing Offers for Stream A – English Scorer and up to three (3) Standing Offers for Stream B – French Scorer.**

3.1.3 Definitions

Some of the terms and expressions frequently used in this statement of evaluation criteria for the purpose of the RFSO are defined as follows:

One year: a period of twelve (12) months, full time; a one-year period is considered to be 260 days.

One year, full-time: a period of twelve (12) consecutive months at the equivalent of 5 days a week.

One year, part-time: a period of twelve (12) consecutive months at the equivalent of 4 days a week or less.

Educational equivalence: The educational equivalence granted by a Canadian credentials evaluation service for education received outside Canada.

Test scoring: reviewing a test and assigning it a rating, mark or value according to a structured scoring key.

Assessment tool: a method of collecting information about an individual performance usually in measurable terms related to knowledge, skills, attitudes and beliefs (such as an in-basket exercise, a written communication exercise, a simulation exercise, an assessment centre [such as SELEX], a structured interview, a multiple choice test, a knowledge test, a personality inventory or a 360).

Rating scales or scoring guide: applies to the comparison of responses provided (using various methods) with expected or ideal responses (scoring grid) in accordance with standardized scoring instructions.

Management experience: applies to any individual holding a management position. Management experience must include human and financial resources administration within an organization. For the purpose of mandatory and rated requirements, acting appointments will be accepted as contributing to the requisite experience .

Scorer: person performing an assessment in which scores are assigned and/or a mark or value is awarded in accordance with a structured scoring guide.

3.2 Technical Evaluation

3.2.1 Mandatory Requirements

Each proposal will be evaluated in accordance with the following mandatory requirements on a ‘meet’ or ‘do not meet’ basis. Proposals that fail to meet **ALL** the following mandatory requirements will be deemed non-compliant and the proposed resources will not be evaluated.

Table 1 – Mandatory Requirements

#	Mandatory Requirement	Cross-Reference to Proposal <i>Please indicate section and page #</i>	<u>Met/Not Met</u> <i>(Column for PSC use only)</i>
M1	<p>A completed and signed “Proposal to the Public Service Commission Bidder Information and Authorization” form as provided on Page 4 of this solicitation document MUST be included in the technical proposal portion of the proposal.</p> <p>If the completed and signed form is not provided, Contractors will be provided 72 hours (three working days) to provide the form. If the form is not provided in the 72 hours, the proposal will be considered non-compliant.</p>		
M2	<p>Duly completed and signed copies of all the certification clauses set out in Part 4 (“CERTIFICATIONS”) of the present RFSO MUST accompany the “technical proposal” portion of the proposal.</p> <p>Bidders who fail to provide completed and signed copies with their proposal will be given 72 hours (three working days) to do so. Failure to provide the copies within 72 hours will result in the proposal being deemed non-compliant.</p>		
M3	<p>Bidders MUST specify the stream(s) for which they are submitting for each proposed resource.</p>		
M4	<p>Bidders MUST provide a detailed résumé for each proposed resource.</p> <p>The following precisions should be provided:</p> <ul style="list-style-type: none"> • Federal Department or name of the client for whom the proposed resource provided services; • Start and End date (month-year) – Full-time or Part-time • Number of months of work • Coordinates of the project supervisor (name, title, telephone number and email address); • Roles and responsibilities of the proposed resource; and • Specific description of how the resource's activities support the evaluation criteria. <p>Bidders who fail to provide completed and signed copies with their proposal will be given 72 hours (three working days) to do so. Failure to provide the copies within 72 hours will result in the proposal being deemed non-compliant.</p>		
M5	<p>The Bidder MUST submit with its technical proposal, a completed and signed Appendix “J” – Confidentiality Policy and Agreement for each proposed resource.</p> <p>Bidders who fail to provide completed and signed copies with their proposal will be given 72 hours (three working days) to do so. Failure to provide the copies within 72 hours will result in the proposal being deemed non-compliant.</p>		

M6	<p>The bidder <u>MUST</u> demonstrate that each proposed resource holds a High School diploma.</p> <p>The bidder <u>MUST</u> provide a copy of the diploma for each proposed resource to confirm that level of education.</p> <p>Bidders who don't provide a copy of the diploma with their proposal will be given 72 hours (3 working days) to do so. Failure to provide the copy within 72 hours will result in the proposal being deemed non-compliant.</p>		
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3.2.2 Rated Requirements

Each proposed resource will be evaluated on the basis of the following rated requirement, independently of other proposed resources in the proposal.

Proposed resources that do not achieve the minimum score for R3, R4, R5 and R6 will be declared non-compliant and excluded from the evaluation.

Table 2 – Rated requirements

No	Rated requirement	Scoring guidelines	Points	Minimum points required	Cross-reference to proposal (Please provide section and page number, as applicable)
EDUCATION					
R1	<p>Bidders should indicate the highest diplomas earned by each proposed resource.</p> <p>For each proposed resource, bidders MUST provide <u>a copy of the diploma</u> to confirm the level of education.</p> <p>Failure to provide proof of education will result in zero (0) points for this requirement.</p>	<p>Degree from a recognized Canadian university*:</p> <p>College diploma*:</p> <p>Successful completion of a minimum of two years of post-secondary education (or four full-time semesters, as evidenced by a transcript) at a recognized Canadian university or college*:</p> <p>* NB – Educational equivalency by a Canadian credentials evaluation service if the education was acquired outside Canada will be required and accepted.</p>	<p>75</p> <p>50</p> <p>25</p>	0/75	
EDUCATION SPECIALIZATION					
R2	<p>Bidders should indicate the area of specialization(s) of the post-secondary education completed by each proposed resource, where applicable. If the proposed resource</p>	<p>Education and/or evaluation</p> <p>Public or business administration</p>	<p>50</p> <p>45</p>	0/50	

	has specialized in more than one area, points can be cumulative, up to a maximum of 50 points.	HR/industrial relations/industrial psychology	35		
	Bidders MUST submit proof of each area of specialization.	Applied sciences	20		
	Failure to provide proof will result in zero (0) points for this requirement.	Other areas of specialization * NB – Educational equivalency by a Canadian credentials evaluation service if the education was acquired outside Canada will be required and accepted.	10		

No	Rated requirement	Scoring guidelines	Points	Minimum points required	Cross-reference to proposal (Please provide section and page number, as applicable)
ASSESSMENT TYPE					
R3	<p>Bidders should demonstrate that the proposed resource has assessment and/or scoring experience using standardized assessment tools based on a rating scale and/or a scoring guide (such as exams, in-basket exercises, written tests, structured interviews, simulation exercises and comprehensive conduct-based reference checks).</p> <p>Bidders should include the following in the description of the scoring experience:</p> <ul style="list-style-type: none"> • the title of each assessment with a brief description, including the scoring method used; • when it took place (month/year) and how long it took (in months/years); and • whether it was full-time or part-time. 	<p><u>In-basket assessment tools</u></p> <p><u>Assessment tools using rating scales or scoring guide</u> <i>Such as structured interviews, simulation exercises and comprehensive conduct-based reference checks.</i></p> <p><u>Essay-type assessment tools using a rating scale or rated requirements</u> <i>Such as written tests and any other essay tests assessing academic skills.</i></p>	<p>150</p> <p>75</p> <p>45</p>	45/150	

No	Rated requirement	Scoring guidelines	Points full-time	Points part-time	Minimum points required	Cross-reference to proposal (Please provide section and page number, as applicable)
YEARS OF SCORING AND/OR ASSESSMENT EXPERIENCE						
R4	<p>Bidders should demonstrate that each proposed resource has scoring and/or assessment experience.</p> <p>To fully demonstrate the proposed resource’s experience, bidders should set out the experience as follows:</p> <ul style="list-style-type: none"> ✓ when it took place (month/year) and how long it lasted (in months/years); and ✓ whether it was full-time or part-time. <p>NB: To be deemed responsive, each demonstrated experience must have lasted at least six (6) months. Any experience of a shorter duration will be deemed non-responsive.</p>	<p>8 years or more</p> <p>5 years or more but less than 8 years</p> <p>2 years or more but less than 5 years</p> <p>6 months or more, but less than 2 years:</p>	<p>100</p> <p>70</p> <p>25</p> <p>10</p>	<p>80</p> <p>50</p> <p>15</p> <p>5</p>	5/100	

No	Rated requirement	Scoring guidelines	Points	Minimum points required	Cross-reference to proposal (Please provide section and page number, as applicable)
MANAGEMENT EXPERIENCE					
R5	<p>Bidders should demonstrate that each proposed resource has management experience.</p> <p>To fully demonstrate the proposed resource’s experience, bidders should set out the experience as follows:</p> <p>when it took place (month/year) and how long it lasted full-time (in months/years)</p> <p>NB: To be deemed responsive, each demonstrated experience must be a full-time management experience (be it as a manager, senior executive or executive) and</p>	<p>8 years or more</p> <p>5 years or more but less than 8 years</p> <p>2 years or more but less than 5 years</p> <p>3 months or more, but less than 2 years:</p>	<p>50</p> <p>30</p> <p>20</p> <p>10</p>	10/50	

	have lasted at least three (3) months. Any experience of a shorter duration will be deemed non-responsive.				
R6	<p>The bidder should demonstrate that the management experience provided at R5 is <u>recent</u> (acquired within the last ten (10) years of bid closing date).</p> <p>Points will be awarded on the basis of how recent the demonstrated management experience was.</p>	<ul style="list-style-type: none"> ➤ Within the last 3 years ➤ 3 years ago or more but less than 6 years ago. ➤ 6 years ago or more but less than 10 years ago. ➤ 10 years ago or more, and/or incomplete management experience (See PART 3 – Evaluation Procedures and Basis of Selection, subsection 3.13 – Definitions) 	<p>50</p> <p>30</p> <p>20</p> <p>10</p>	10/50	

Category	Minimum Pass Mark	Maximum Mark
R1 : Education	0	75
R2: Education Specialization	0	50
R3 : Evaluation type	45	150
R4 : Years of scoring/evaluation experience	5	100
R5 : Years of management experience	10	50
R6 : Recent management experience	10	50

3.3 Financial Evaluation

The Bidder must include a completed Appendix “G” – Basis of Payment in its financial proposal.

The price of the bid will be evaluated in Canadian dollars, the Harmonized Sales Tax, Goods and Services Tax, Quebec Sales Tax or Provincial Sales Tax excluded.

The bids that meet the minimum score as set out in section 3 – Rated Requirements above will then be evaluated based on the financial evaluation of the prices/rates proposed in Appendix “G” – Basis of Payment. Should the Bidder submit different prices/rates for each of its compliant proposed resources, the average of the Bidder’s proposed all-inclusive rates will be used for items 01 & 02. A Bid Evaluation Value (BEV), which will be used for evaluation purposes only, will be calculated as follows (using the Bidder’s offered prices in Appendix “G” – Basis of Payment):

Bid Evaluation Value (BEV) = (Bidder’s proposed Firm all-inclusive rate for item 01 x10) + (Bidder’s proposed Firm all-inclusive rate for item 02)

3.4 Basis of Selection – Lowest price per point

To be declared responsive, a bid must:

- a) comply with all the requirements of the Request for Standing Offers;
- b) meet all mandatory technical evaluation criteria; and
- c) obtain the required minimum of points for the technical evaluation criteria R3, R4, R5 and R6.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bids with the lowest evaluated prices per point will be recommended for issuance of Standing Offers.

The PSC will award up to six (6) Standing Offers for Stream A – English Scorer and up to three (3) Standing Offers for Stream B – French Scorer.

The recommendations for award will be determined using the evaluated cost-per-point methodology and by ranking responsive Bidders from lowest to highest evaluated cost-per-point. Fully responsive Bidders with lower costs-per-point will be ranked higher on the Standing Offer list(s).

Example:

Both Bidder A and Bidder B meet parts a), b), and c) above and have therefore been declared responsive.

If Bidder A has a Bid Evaluation Value (BEV) of \$1,600 and has 1,000 technical points, the cost-per-point of Bidder A will be $\$1,600 / 1,000 = \1.60 .

If Bidder B has a BEV of \$1,000 and has 1,200 technical points, the cost-per-point of Bidder B will be $\$1,000 / 1,200 = \0.83 .

Bidder B has the lower cost-per-point and would be ranked higher on any resulting Standing Offer list.

Should there be multiple proposals having identical combined highest rating (lowest price per point), the responsive bid will be the one received and stamped first on date and time will be recommended for issuance of Standing Offer.

PART 4 – CERTIFICATIONS

Bidders must provide the required certifications to be issued a Contract. The PSC will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications Bidders provide to the PSC is subject to verification by the PSC during the bid evaluation period (before issuance of a Contract) and after issuance of a Contract. The PSC Contracting Authority will have the right to ask for additional information to verify the Bidders' compliance with the certifications before issuance of a Contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the PSC Contracting Authority for additional information will also render the bid non-responsive.

4.1 Certifications Precedent to Issuance of a Contract

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the PSC Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the PSC Contracting Authority and meet the requirements within that time period will render the bid non-responsive.

4.2 Federal Contractors Program for Employment Equity - Contract 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's website](#)

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.

Signature of authorized representative

Date

4.3 Former Public Servant Certification

Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Bidders must provide the information required below.

Definitions

For the purposes of this clause,

1. "Former public servant" means a 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 and includes:
 - a) an individual;
 - b) an individual who has incorporated;
 - c) a partnership made up of former public servants; or
 - d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
2. "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 Public Service.
3. "pension" means a pension payable pursuant to the *Public Service Superannuation Act*, R.S., 1985, c. P-36 as indexed pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24.

Former Public Servant in Receipt of a Pension

Bidders who are former public servants in receipt of a pension must identify themselves as such by completing the following:

- () The bidder is a former public servant in receipt of a pension;
- () The bidder is a former public servant in receipt of a pension who has incorporated;
- () The bidder is a partnership made up of former public servant in receipt of a pension;
- () The bidder is a former public servant in receipt of a pension who is the sole proprietorship or has a major interested in the entity;
- () The bidder is a former public servant not in receipt of a pension.
- () The bidder is NOT a former public servant.

If the Bidder is a FPS in receipt of a pension, the Bidder must provide the following information:

- a) Name of the former public servant_____
- b) Date of termination of employment or retirement from the Public Service_____
- c) Former maximum salary_____
- d) Total annual (gross) pension_____

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () NO ()

If so, the Bidder must provide the following information:

- a) Name of former public servant_____
- b) Conditions of the lump sum payment incentive_____
- c) Date of termination of employment_____
- d) Amount of lump sum payment_____
- e) Rate of pay on which lump sum payment is based_____
- f) Period of lump sum payment including start date, end date and number of weeks_____
- g) Number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program_____

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature of authorized representative

Date

4.4 Status and Availability of Resources

The Bidder certifies that, should it be issued a Standing Offer as a result of the Request for Standing Offers, every individual proposed in its bid will be available to perform the Work resulting from a Call-up against the Standing Offer as required by Canada's representatives and at the time specified in a Call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with the same or better qualifications and experience. The Bidder must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

Signature of authorized representative

Date

4.5 Conflict of Interest

The Bidder acknowledges and agrees that it is a term of this RFSO that no person who is not in compliance with the provisions of Chapter 2 - Conflict and Interest Measures and Chapter 3 - Post-Employment Measures of the *Values and Ethics Code for the Public Service* (current version) shall derive any direct benefit from this RFSO, any resulting Standing Offer and/or Call-up. The Bidder further acknowledges and agrees that failure to comply with the provisions of chapters 2 and 3 referenced herein will render the Bidder ineligible to provide services under any Standing Offer or Call-up resulting from this RFSO.

The Bidder certifies that he has not accepted or received, directly or indirectly, advantage, benefit, preferential treatment or assistance of any kind through a member of his family or a friend in relation to this RFSO and any resulting Standing Offer or Call-up.

Signature of authorized representative

Date

4.6 Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to the Public Service Commission for this Request for Standing Offers do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

That:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:

- (a) has been requested to submit a bid in response to this call for bids;
 - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. The Bidder discloses that **(check one of the following, as applicable):**
- (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. In particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a bid; or
 - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph 6(b) above;
8. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (b) above;
9. The terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

Position Title

Date

4.7 Language Certification

The Bidder certifies that, for each of the languages identified, the propose resource possesses an advanced reading, oral interaction and writing proficiency in that language.

For the purpose of this RFSO and resulting Standing Offers, an individual who is “advanced” in English and/or French can as a **minimum** perform the following tasks in **English and/or French**:

Advanced Reading Proficiency:

Ability to understand texts dealing with a wide variety of work-related topics; ability to understand most complex details, inferences and fine points of meanings; ability to read with good comprehension specialized or less familiar material.

Advanced Oral Interaction Proficiency:

Ability to give detailed explanations and descriptions; ability to handle hypothetical questions; ability to support an opinion, defend a point of view, or justify an action; ability to counsel and give advice; ability to handle complex work-related situations.

Advanced Writing Proficiency:

Ability to write explanations or descriptions in a variety of informal and formal work-related situations; ability to write texts in which the ideas are developed and presented in which vocabulary, grammar and spelling are generally appropriate and require few corrections.

Signature of authorized representative

Date

4.8 Certification of education and experience

The Bidder hereby certifies that all statements made with regard to the education and experience of the resources proposed for carrying out the work relating to this bid are accurate and factual. The Bidder is aware that the PSC reserves the right to verify any information provided in this regard and that untrue statements may result in the bid being declared non-responsive or result in any other action that the PSC may consider appropriate.

(Name and signature of the Bidder’s authorized representative)

Title

Date

PART 5 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

5.1 Bid

The Bidder offers to perform the Work in accordance with the Statement of Work at Appendix D.

5.2 Standard Clauses and Conditions

Appendixes A, B, C, D, E, G, H, I and J are incorporated by reference into and form part of the Standing Offer or any resulting Call-up.

5.3 Period of Standing Offer

The period for making Call-ups against the Standing Offer is for a two (2) -year period beginning on the date of Standing Offer Authorization.

If the Standing Offer is authorized for use beyond the initial period, the Bidder offers to extend its bid for an additional two (2) one-year period(s), under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

5.4 Authorities

5.4.1 Standing Offer Authority

The Standing Offer Authority (*to be confirmed upon resulting Standing Offer*) for the Standing Offer is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a Call-up, the Standing Offer Authority is responsible for any contractual issues relating to individual Call-ups made against the Standing Offer.

5.4.2 Project Authority

The Project Authority (*to be confirmed upon resulting Standing Offer*) for the Standing Offer is:

- identified in the Call-up against the Standing Offer.
- the representative of the Division for whom the Work will be carried out pursuant to a Call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Call-up.

5.5 Call-up Procedures / Allocation of work

For each Stream, the Work will be allocated on a rotational basis amongst Standing Offer Holders. A rotation list will be established and will be arranged in ascending order of cost per point, the Evaluation Procedures and Basis of Selection described in PART 3 – Evaluation Procedures and Basis of Selection.

The Bidder acknowledges that a Standing Offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any goods, services or both listed in the Standing Offer.

Without restricting any other terms and conditions, any Work Authorization may be cancelled in whole or in part by the Project Authority by giving a verbal or written notice to the Standing Offer Holder.

If a proposed resource refuses work three (3) consecutive times without prior notification of unavailability, the PPC reserves the right to terminate the Standing Offer.

The work will be allocated based on the following criteria:

- a) Order on the list;
- b) Status of the proposed resource;
- c) Quality of the work performed;
- d) Operational requirements; and
- e) Availability.

For the purposes of this RFSO, the above criteria are defined as follows:

- a) Order on the list
All proposed resources and firms that are successful at the selection stage and are chosen (determined by the cost-per-point evaluation, as described in Part 3, section 3.4 of this document) shall be placed on a list in ascending order of cost per point. The list will be used for rotation purposes when the work is allocated.
- b) Status of the proposed resource
Work will be allocated to fully trained and certified resources. Should the proposed resource fail to obtain or maintain their certification or fail to satisfy established quality standards, the PSC reserves the right to terminate the standing offer. See section 6.1 of the Appendix “D”- Statement of Work.
- c) Quality of work performed
Work will be allocated to fully trained and certified resources, as stipulated in item (b). Moreover, the PSC reserves the right to allocate work to resources whose scoring work best meets its quality standards. The psychologists responsible of quality assurance of written tests keep a record of all quality assurances performed on exams assessed by scorers, which provides an overview of the quality of the work carried out by each of them on the allocation list. This record of trained and certified resources could also be used in allocating scoring work.
- d) Operational requirements
The service request may stipulate (in order to meet occupational standards or at the request of a client, for example, for special campaigns targeting candidates from a particular group) that the contractor be a woman, an Indigenous person, a person with disabilities, a member of a visible minority, or a person with other characteristics. Moreover, to ensure that certified resources maintain a level of quality of their scorings that meets quality standards established by the PSC’s, the test distribution coordinator will provide scoring, at regular intervals, to everyone on the allocation list.
- e) Availability
 - A given client or assessment process may require the delivery of the service for a specific period of time or on short notice. Consequently, resource availability may affect the allocation of work.
 - If a higher ranked standing offer holder meeting the criteria listed above is unable to provide the services within the required time, the project authority may request the services of the next standing offer holder on the list who meets the same criteria, and so on.

Work will be distributed in accordance with the above criteria and operational considerations, and will not be awarded on the basis of individual preferences.

The PSC will endeavour, to the extent possible, to distribute test scoring work evenly among the selected individuals on the list. However, given the nature of the work that is received from the PSC’s clients, scorers’ availability, schedules and other operational factors, the PSC cannot guarantee or promise that work will be distributed equally among the individuals on the list.

5.6 Call-up Instrument

The Project Authority will authorize work by phone or by email amongst Standing Offer Holders, based on the Call-up procedures listed above. Once the work has been carried out, the Standing Offer Holder will invoice the PSC for the services. A Call-up using form PWGSC-TPSGC 942, "Call-up against a Standing Offer", will be issued in accordance to the pre-authorized work and accepted invoice. The scorer will provide two invoices per month for the work completed during that same month. An invoice will be provided for services rendered during the first half of the month (until the 15th calendar day) and a second invoice will be submitted for services rendered during the second half of the month (from the 16th calendar day until the last day of the month).

At no time may the Standing Offer Holder perform work beyond the maximum authorized in writing by the Project Authority. The Standing Offer Holder will not be compensated for any work performed without prior authorization.

5.7 Limitation of Call-ups

Individual Call-ups against the Standing Offer must not exceed \$25,000 (Goods and Services Tax or Harmonized Sales Tax included).

5.7.1 Needs Exceeding the Allowable Limit of \$25,000 for Call-ups

The Project Authority must submit proposals from the Bidder exceeding the \$25,000 limit to the Standing Offer Authorities. Individual Call-ups exceeding \$25,000 can only be authorized using a PWGSC-TPSGC 942 form, "Call-up against a Standing Offer", signed by the Standing Offer Authority, awarded BEFORE the work is authorized.

5.8 Priority of Documents

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

- 5.8.1 The Call-up against the Standing Offer, including any Appendixes;
- 5.8.2 Appendix "A" – General Conditions of a Service Contract;
- 5.8.3 Appendix "B" – Supplementary Conditions of a Service Contract;
- 5.8.4 Appendix "C" - Terms of Payment of a Service Contract;
- 5.8.5 Appendix "D" – Statement of Work;
- 5.8.6 The articles of the Standing Offer;
- 5.8.7 Appendix "E" – General Conditions – Standing Offers – Goods or Services;
- 5.8.8 Appendix « G » – Basis of payment;
- 5.8.9 Appendix « H » – Security Requirements Check List (SRCL);
- 5.8.10 Appendix « I » – Quality Control - (A) Monitoring Report, (B) Rescore Report, (C) Scorer's Form: Reporting Specific PPC Test Issues
- 5.8.11 Appendix « J » – Confidentiality Policy and Agreement
- 5.8.12 The Bidder's bid _____ (*insert date of bid*)

5.9 Status and Availability of Resources

If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with equal or superior qualifications and experience. The Bidder must advise the Project Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. Afterward, the Standing Offer Authority will provide its approval for the substitution prior to a call-up issuance. Once approved, the Standing Offer Authority will send an Amendment to the original Standing Offer.

If the Bidder is unable to provide a substitute with the equal or superior qualifications and experience, Canada may set aside the Standing Offer.

5.10 Closure of Government Offices

Where the Bidder's employees are providing services on government premises pursuant to any Call-up resulting from this Standing Offer and the premises become non-accessible due to evacuation or closure of government offices, and consequently no work is being performed as a result of the closure, the PSC will not be liable for payment to the Bidder for the period of closure.

B. RESULTING CONTRACT CLAUSES (FOR CALL-UP)

APPENDIX "A" – General Conditions of a Service Contract

APPENDIX "B" – Supplementary Conditions of a Service Contract

APPENDIX "C" – Terms of Payment of a Service Contract

The above documents are available at the following Web site:

<https://www.canada.ca/en/public-service-commission/corporate/about-us/doing-business-public-service-commission/general-conditions-service-contract.html>

APPENDIX “D” – Statement of Work

1. Title: Test Scoring Services for In-Basket Assessment Tools

Providing professional test scoring services to the E-testing and Test Administration (ETTA) Unit of the Consultation and Test Services (CTS) Division of the Personnel Psychology Centre (PPC) at the Public Service Commission (PSC).

2. Objective

The PSC requires the services of qualified contractors to satisfy the requirements for Test Scoring Services for In-Basket Assessment Tools used at the PPC, on an as required basis and in accordance with the general terms of the standing offer.

For further information concerning the Managerial In-Basket Exercise (810), please visit

<https://www.canada.ca/en/public-service-commission/services/staffing-assessment-tools-resources/human-resources-specialists-hiring-managers/human-resources-toolbox/personnel-psychology-centre/consultation-test-services/public-service-commission-tests/managerial-basket-exercise-810.html>

For further information concerning the Middle Manager In-Basket Exercise (820), please visit

<https://www.canada.ca/en/public-service-commission/services/staffing-assessment-tools-resources/human-resources-specialists-hiring-managers/human-resources-toolbox/personnel-psychology-centre/consultation-test-services/public-service-commission-tests/middle-manager-basket-exercise-820.html>

3. Background

The PPC is an internationally recognized leader in the personnel assessment field and offers a range of assessment tools and services to federal government departments and agencies. Clients use these tools to facilitate the selection process and to choose the right candidates to fill a position. The PPC’s test scoring operations are based in the National Capital Region (NCR). PPC psychologists and administrative staff are responsible for training, quality assurance of scoring activities, and test distribution. The workload may vary during the year, and scoring work may be distributed as required, depending on the demand for test scoring by PPC clients. The proposed resource acknowledges that the status of certified scorer is no guarantee that they will receive tests for scoring on a regular basis, but only that they will be included in the group of PPC-certified test scorers.

Furthermore, the PPC is in the process of developing an in-basket assessment tool that can be administered online. This standing offer may include this new tool. Where applicable, proposed resources will be provided with the relevant information at a later date.

4. Historical data

The following information is based on historical data from the last three(3) years and represents the percentage of work assigned and anticipated requirements. This information is provided for information only and is an approximation, made in good faith. The quantities indicated below include not only the number of exams scored, but also the number of exams rescored, which more accurately represents the overall scoring workload.

Managerial In-Basket Exercise (810)

Year	Quantity	French (%)	English (%)
2017–2018	309	17.5	82.5
2016–2017	212	9.9	90.1
2015–2016	505	22.8	77.2

Middle Manager In-Basket Exercise (820)

Year	Quantity	French (%)	English (%)
2017–2018	143	88.8	11.2
2016–2017	406	25.9	74.1
2015–2016	538	23.6	76.4

5. Training

The proposed resource will participate in a training session including an in-class session, scoring exercises and (mandatory) practice tests* for each tool**, in order to be certified as a scorer, at the discretion of the PPC:

- Managerial In-Basket Exercise (810);
- Middle Manager In-Basket Exercise (820);
- Other similar tools (such as the Leadership Experience Test and/or other in-basket exercises, including those administered online using the new tool currently being developed).

* All training will be held in Gatineau from 8:00 a.m. to 4:00 p.m. Travel expenses will be the responsibility of the proposed resource. Bidders will have 48 hours (two working days) to confirm the availability of the proposed resource(s) for the training. An alternative date may be set for reasons deemed acceptable by the PSC. However, a refusal or failure to attend the training may result in the automatic withdrawal of the resource from the standing offer.

** In-basket exercises may be reviewed or additional tests may be developed and subsequently added to the lists during the standing offer period. The project authority reserves the right to add tools to the current list, or to modify or revise tools already on the list. Any such changes shall be made in accordance with Appendix G of the present RFSO.

Training sessions will involve the reading of documents, a presentation and discussions to enable resources to familiarize themselves with, and become proficient in, the test in question and the material contained in the scoring manual. Proposed resources will also participate in scoring exercises, as part of a group or alone (at the discretion of the PPC), and individual scoring of practice tests in order to standardize the scoring process among scorers. Proposed resources who successfully complete the certification program must demonstrate a good understanding of the texts written by candidates and an ability to compare answers accurately and objectively, and in a manner that is consistent with the rating criteria described in the scoring manual. Proposed resources will be compensated for their time while engaging in such activities (as indicated in Appendix G of this RFSO).

6. Certification training

6.1 Certification

In order to score tests, proposed resources must obtain and maintain scorer certification for each of the management in-basket tools. This includes the In-Basket 820 tool, the In-Basket 810 tool and any other new management in-basket tools developed by the PSC.

Proposed resources who are selected must complete both training phases to become certified scorers.

The certification program usually begins with scoring training for the PSC In-Basket 820 tool. Proposed resources must complete the first(1) and second(2) training phases for that tool before commencing any other certification training for other PSC tools, including In-Basket 810 or any other PSC tool.

Phase I – In-class training session and practice tests:

Before the two in-class sessions

Before the in-class training sessions, the proposed resource will be given a scoring manual for the tool, as well as related documentation to read.

During the two in-class sessions

The proposed resource will then attend the first in-class session that will focus mainly on theoretical information about the tool. The proposed resource will then have to review all aspects of the scoring guidelines described therein. In the second session, the proposed resource will do scoring exercises on their own and/or in groups.

Practice tests following training

Following the in-class training sessions, the resource will receive, one after another, a maximum of five (5) practice tests for the version of the test that they will have to score individually. The proposed resource must return each scored test so that it can then be reviewed by a PSC psychologist to ensure that quality standards have been met. The resource must complete the scoring within the time frame provided. After each verification, the proposed resource will receive a written feedback report on the quality of her scoring. The proposed resource will have to read the recommendations provided in order to apply them in subsequent scoring.

The proposed resource must successfully score three (3) practice tests out of a total of a maximum of five (5) tests to complete the first certification phase and advance to the second training phase, which involves scoring of ten (10) actual tests from candidates. Any proposed resources whose scorings does not meet the quality standards will be required to immediately return all documents belonging to the PSC. Failure at this phase will result in automatic withdrawal of the resource from the standing offer for all PSC management in-basket tools.

Phase II - Scoring of ten actual tests from candidates:

After completing phase I, the proposed resource will need to score a total of ten (10) tests from actual candidates, and quality assurance will be conducted on each of them. The resource will be given the ten (10) tests altogether or in part and will have to return them scored within the time frame provided. Each scored test will be verified by the team of quality assurance psychologists, and the proposed resource will receive a written feedback report for each of the ten (10) scored tests. The resource must score at least eight (8) of the ten (10) tests provided with a score deemed satisfactory by the PSC to complete this training phase and consequently obtain her certification to score the tool. Proposed resources will be informed if they meet this requirement through the feedback reports provided by the PSC. The proposed resource will have to review and sign the feedback reports, and clearly understand the recommendations therein. In this regard, proposed resources can contact the psychologist who revised their work in order to effectively incorporate the feedback into their subsequent scoring activities. Proposed resources who do not have at least eight (8) tests that meet established quality standards will not be certified to score the tool in question. As a result, they will have to return all the documents provided by the PSC, which will then withdraw the standing offer. Proposed resources who fail the second phase will not be invited to participate in the scoring training for the In-Basket 810 tool or any other management in-basket tool, and the PSC will withdraw the resource from the standing offer.

Resources who successfully complete phases I and II of the training program will receive an email confirming their certification, which authorizes them to autonomously score the version of the test for which they received training.

6.2 Monitoring of certified scorers

Periodically, PSC psychologists will conduct quality assurance exercises on scoring based on established procedures. The scorer evaluated will then receive a written feedback report summarizing the quality of the work completed. In situations where the work does not meet quality standards, a psychologist will contact the scorer to inform him that he will be on probation.

A scorer on probation will be subject to stricter and more frequent quality assurance. The scorer will have to review the feedback reports provided in order to improve their scoring approach and again meet quality standards established by the PSC. The resource will be on probation for a period of time determined by the PSC, which will be set based on the nature and severity of the scoring difficulties identified by the psychologist. Proposed resources who receive at least three(3) feedback reports deemed unsatisfactory within a period of 365 days may lose their certification for the test in question. Moreover, based on the results obtained following an assessment of the quality of the work, the PSC reserves

the right to cancel the certification and/or withdraw from the standing offer (for all tools) a scorer whose performance has repeatedly failed to meet established quality standards.

7. Test scoring

The proposed resource will score tests that are received from the project authority in their offices or in another work location approved by the PSC. The proposed resource shall:

- a) collect the tests and scoring sheets for scoring from the project authority, who will consult with the proposed resource to determine the return date for the scored tests;
- b) read the texts that are written and assess the consistency between these texts, the scoring standard and detailed rating scales that are provided in the scoring guide;
- c) assess the content of the texts that are provided;
- d) indicate the scores of the texts that were assigned to them on a scoring form provided by the PPC;
- e) add the scores from each page of the scoring form and write the totals in the appropriate boxes in the form;
- f) verify whether the calculations are correct and meet the criteria provided in the scoring guide;
- g) return the scored test and the completed scoring form to the project authority on or prior to the agreed upon date; and
- h) report any unusual situation (missing pages, text too short, illegible writing, and so on) to the project authority by telephone, email or in person, and attach a sheet clearly summarizing the problem to the copy of the test (refer to Appendix I Quality Control – Section C – Scorer’s Form: Reporting Specific PSC Test Issues).

8. Return of tests and scoring forms

When the PSC gives a scorer a test for scoring, rescoring or revision following an evaluation performed by one of the quality assurance psychologists, the scorer must send via courier services or hand in, in person, the test and signed and dated feedback form to the project authority within a maximum of five working days. In exceptional circumstances only, the PSC reserves the right to approve an alternate method for handing in tests, provided the measure is temporary and does not compromise the security of protected documents. The PSC can also decide to allow a scorer additional time if they have a heavy workload, that is, more than 25 copies to process. If necessary, the scorer will be notified of the deadline and will have to agree to abide by it.

9. Rescoring

As a certified scorer, the proposed resource will occasionally be called upon to rescore tests that have been scored by other scorers, at the request of the project authority. This work is similar to that of the initial scoring of tests, except that the scorer must also complete a feedback form that will indicate:

- a) any elements that were missed (unnoticed errors or answers not related to the behavioural measures on the standardized scoring sheet) by the initial scorer; and
- b) the first scorer’s degree of adherence to the standard scoring criteria that are provided in the guide (refer to Appendix I Quality Assurance – Section B – Rescoring Report).

10. Quality assurance

10.1 General requirements for quality assurance

In order to standardize the scoring of exercises, scorers communicate with the PSC whenever they have scoring questions. For this to be done in a timely manner, proposed resources must be able to send and receive emails.

The quality of the scorers' work will be verified at regular intervals by a PSC psychologist in accordance with established procedures. If, during a verification, the PSC psychologist determines that the quality of the work does not meet established quality assurance standards, the proposed resource will be informed. The work will then be monitored for a period of time determined by the PSC, and the proposed resource will have to resume meeting quality assurance standards. The PSC reserves the right to cancel the certification of any scorer whose performance does not meet established quality standards (refer to section 10.2 for more information).

Proposed resources must be available during the period immediately following the return of scored exercises to answer questions from PSC staff members or receive feedback regarding their scoring work.

10.2 Particular requirements for quality assurance

Some aspects of each scorer's work will be evaluated by other PSC psychologists or experienced scorers. Appendix I Quality Assurance – Section A – Monitoring Report presents a complete list of requirements, namely, that the responses must be scored according to the instructions provided in the scoring guide and that the scores must be retranscribed and calculated on the scoring form pages. When a quality assurance evaluation has been conducted, the PSC returns the evaluated test and the feedback form to the proposed resource, who must review the rescored test while taking into account the feedback provided, then incorporate the instructions given to them into all subsequent scoring work. Furthermore and as needed, the PSC psychologists will meet with the scorers for quality assurance or feedback purposes.

In addition to meeting a quality standard when they score tests, proposed resources must comply with the requirements related to adopting professional and respectful behaviours and attitudes in their interactions with PSC employees and other scorers. In situations where scorers demonstrate unprofessional or disrespectful attitudes or behaviours, the project authority will give an initial oral warning. If the scorer continues to display inappropriate behaviour, the project authority will send them a formal letter clearly describing the problem in question. After receiving that letter, the scorer will have seven(7) days to send a duly signed copy of the letter to the PSC and indicate that they have reviewed its content. If the problem persists, the scorer will be sent a final letter that explains the PSC's decision to cancel their certification and/or withdraw the standing offer. It should be pointed out that unprofessional behaviours have been observed only rarely in scorers because there is an overall climate of respect and courtesy on the PSC scoring team.

The following are behaviours that the PSC considers professional and respectful:

a) Being open to feedback:

Even when the scorer disagrees with the recommendations of the PSC psychologist, the scorer seeks to understand the psychologist's point of view, respectfully submits their arguments and complies with the standard procedure for scoring tests.

b) Collaborating with other scorers:

During a training session on the procedure for scoring tests or a revision session, the scorer seeks to establish a consensus regarding the scoring method without being disrespectful toward the scoring work, opinions and suggestions of other scorers. Moreover, the scorer is discreet when rescoring the work of another scorer.

c) Collaborating with PSC staff:

The scorer understands the operational requirements communicated by PSC staff and agrees to comply with the established procedure for test distribution and return. For example, the scorer will ensure that the tests are in the correct order in the envelopes, will place scored tests in the designated secure cabinet, and so on.

11. Communication between the parties

The proposed individuals and/or businesses on the list will provide the PSC with a telephone number and email address where they can be reached quickly in order to assign work to them.

For businesses on the list, the PSC will communicate with them (instead of individuals who are proposed by the business) for all aspects relating to work distribution. Therefore, the onus is on the business to contact the individuals proposed to the PSC regarding any issues relating to work schedules or special requests.

12. Deadlines for scoring work

When the PSC communicates with a proposed resource, the resource has four(4) hours (during PSC work hours, that is, from Monday to Friday between 8:00 a.m. and 4:00 p.m.) to accept or refuse the work. For example, in situations where the PSC contacts an individual at 3:00 p.m., that person has to respond to the PSC no later than 11:00 a.m. the following day. However, if it is an operational emergency, the PSC has the right to attribute the work to the first person available. If the first person called does not respond to the PSC within the specified time frame or refuses the work, the PSC can then offer the work to another person on the list. Moreover, when a proposed resource does not respond to the PSC within the specified time frame or refuses the work, they lose their turn in terms of the distribution of scoring work until the following rotation of the list.

Once the proposed resource has received the work that has been assigned, they have five(5) working days, in accordance with what has been determined in advance by the project authority, to complete the work and return it to the PSC.

13. Other related tasks

The project authority may ask the proposed resource to offer other services related to PSC activities in order to meet needs that cannot be met in full by PSC employees. These services may include, but are not limited to, the following functions:

- * Research and statistical activities;
- * Taking part in developmental modifications and leading-edge activities concerning measurement tools, related documentation, competency resource guides, and so on;
- * Taking part in project management; and
- * Delivering evaluation services related to accommodations, consultations, seminars, and so on.

14. Roles and responsibilities of the parties

14.1 The Personnel Psychology Centre (PPC)

The PPC provides all selected individuals with the documents and training needed to score the test in question. The PPC provides each scorer with the contact information of the contracting project authority in case they need to communicate with the PSC.

The PPC manages all aspects of test distribution and keeps the tests at a location accessible to scorers so that they can collect and return them in person or via courier services. Consequently, the PPC will provide each scorer with an identity card enabling them to access the building where the E-Testing and Test Administration (ETTA) offices are located. Throughout the certification program, the PPC will be responsible for providing feedback to scorers (as needed) using the feedback forms that are completed as part of a rescoring or for quality assurance purposes. Such feedback may be provided orally and/or in writing.

15. Proposed resource

The proposed resource is responsible for finding a facility where tests can be scored, taking into account the “Protected” designation of test documents and results, and making sure to inform a PPC officer as soon as possible of any breach of confidentiality or loss of test documents. In addition, the proposed resource will meet the deadlines agreed upon with the project authority, and will inform the project authority of any exceptional circumstances preventing them from meeting these deadlines. The proposed resource will inform the coordinator of any absence or any planned leave at least four(4) weeks in advance in order to facilitate the distribution of tests for scoring purposes.

The proposed resource will score the tests in accordance with the instructions contained in the scoring guide, rescore tests as needed and, at the request of the PPC, complete the feedback forms for other scorers. During the certification process, the proposed resource will read and review the comments provided in the feedback and incorporate them into their scoring.

16. Constraints

The proposed resource must:

- ✓ acquire (at their own expense) or otherwise obtain recent editions of reference materials such as dictionaries or (Canadian) grammar and style guides;
- ✓ acquire (at their own expense) a secured cabinet approved by the RCMP – in accordance with section 23, Security Requirements;
- ✓ be responsible for finding a facility where tests can be scored, taking into account the “Protected” designation of test documents and results;
- ✓ collect tests and related documents and deliver them to the ETTA office at 22 Eddy Street in Gatineau;
- ✓ cover the costs associated with delivering test documents by courier service or by hand, in accordance with standards and protocol, as well as PSC service delivery requirements;
- ✓ score tests written by hand that may be difficult to read;
- ✓ have access to an email account.

17. Deliverables

The proposed resource will hand in their scoring work within five(5) business days, unless otherwise agreed upon with the PPC. These timelines are communicated when the tests are distributed for scoring, and they are based on the number of tests to be scored and the urgency of the request. The proposed resource will hand in the scored tests, rescore tests when asked to do so, and complete and submit feedback forms.

18. Travel

Work for this contract will be in the National Capital Region (NCR), and travel is not expected to be necessary. The PSC will not pay for travel within the NCR.

19. Training session and meetings

The proposed resource will attend a training session, professional development sessions and in-person feedback sessions during the work period, at the request of PPC psychologists (if applicable), at the PSC office located at 22 Eddy Street in Gatineau, Quebec (refer to Appendix G for more information).

20. Long-distance calls

Canada will not agree to pay for long-distance telephone and fax machine calls that are made under the conditions of this standing offer.

21. Expenses Incurred to Collect and Return Test Material

Canada shall not pay expenses that are incurred to collect and return test material to the PPC offices, by courier services or by any other method. Therefore, consultants are responsible for all courier costs. Tests and material shall be sent in accordance with the rules for handling “Protected” material and the standards of the PPC.

Scorers have two options to return protected tests and related material either

- (1) hand delivered by the scorer; or
- (2) by courier services.

(1) hand delivered by the scorer

Scorers may deliver the material themselves by hand to the responsible PPC Project Authority within the service delivery standards at the following address; scorers must contact the Project Authority prior to returning the tests material to coordinate the date and time of delivery of material.

Public Service Commission of Canada
Personnel Psychology Centre
E-Testing & Test Administration Unit
22 Eddy St, 11th floor
Gatineau (Québec) K1A 0M7

(2) by courier services

Scorers may return the material to PPC by courier services within the service delivery standards by following the instructions below:

- a) Wrap all the exams in groups of 25 or less with thick wrapping paper or in a first envelope (for few exams only).
- b) Once material is wrapped, mark « PROTECTED » on the front and the back of the wrapping paper or the first envelope or wrapping.
- c) Put wrapped exams in a second envelope or a box; boxes should be taped securely.
- d) Put the following PPC address on the envelope or on the box:

Public Service Commission of Canada
(C/O SCI)
Personnel Psychology Centre
2303 Stevenage Drive
Ottawa (Ontario) K1G 3W1 Canada

- e) Make sure your return address appears on the upper left corner of outside envelope or box.
- f) Never return material by regular mail; always use a courier services which can provide a tracking number.
- g) Before sending the material, advise (phone or email) the Project Authority so PPC can take note of the time the exams are being sent out.

22. Official Languages

The services specified within Appendix “D” – Statement of Work are required in either the English or French language.

23. Security Requirements

- 23.1 The Contractor personnel requiring access to sensitive information or assets at the Protected B level and where access to the site(s) is required, must EACH hold a valid RELIABILITY STATUS, granted or approved by the PSC.
- 23.2 The Contractor shall pick up and return the paper-based data in one of two ways:
 - a) In person, or,

b) It may be received at their work location (home) or sent from home by courier services.

A signature is required in every case.

23.3 Running PROTECTED documents through automated or electronic data processing devices in the contractor's establishment is NOT authorized under this contract unless otherwise specified in writing by the PSC.

23.4 All PROTECTED documents must be stored in containers approved for that purpose by the Royal Canadian Mounted Police (RCMP) and access must be limited to those individuals who have a need to know.

23.5 Security Services may visit at a mutually agreed time the Contractor's work location (home) to ensure that the proper security measures are being met as per guideline 23.4 above.

23.6 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the PSC.

23.7 **a)** At all times during contract delivery, all contractor employees must hold current Designated Organization Screening (DOS) certification, as well as approved PROTECTED B-level records protection rating, issued by Public Works and Government Services Canada's Canadian and International Industrial Security Directorate. In order to obtain a security certification for your organization, please consult <https://www.tpsgc-pwgsc.gc.ca/esc-src/organisation-organization/enquete-screening-eng.html> .

OR

b) The contractor must comply with the basic conditions of the Policy on Government Security (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>) and hereby commits to obtain DOS certification from PWGSC within one (1) year from the date of Standing Offer award. The tests must be stored in a secure filing cabinet for that purpose, and access must be limited to those with a need to know. PSC may suspend the contractor's Standing Offer if DOS certification is not obtained within the year.

Approved secure filing cabinet is:

Model : 28-8LGCLC3

Specification : ACOPS/CCSM 125/12 – 2-drawer cabinet

Standing Offer : E60HN-17CABV

Standing Offer holder : Global Upholstery Co. Inc.

Overall Dimensions:

Height : 26,625 po

Width : 18,00 po

Depth : 28,250 po



For procedures and form, see **APPENDIX « K » – Registering Document for Equipment Purchase: Procedures and Form A-5**

If the contractor already has a secure filing cabinet comparable to the above, the contractor **must** provide the PSC with detailed information on the cabinet, such as a copy of the invoice, and the PSC will determine whether the filing cabinet is an acceptable alternative.

The Contractor and his personnel must comply with the provisions of the:

- a. Justice Canada – Security of Information Act (Latest Edition); and
- b. Industrial Security Manual (Latest Edition).

24. Confidentiality and Documents

- 24.1 The Contractor shall keep confidential all information provided to the Contractor by, or on behalf of, Canada in connection with the Work, including any information that is confidential or proprietary to third parties. The Contractor shall not disclose any such information to any person without the written permission of the PSC, except that the Contractor may disclose to a subcontractor authorized by the PSC information necessary for the performance of the Subcontract, on the condition that the subcontractor agrees that it will be used solely for the purposes of such Subcontract. Information provided to the Contractor by, or on behalf of, the Crown shall be used solely for the purpose of the Standing Offer and shall remain the property of the Crown or the third party, as the case may be. Unless the Standing Offer explicitly allows otherwise, the Contractor shall deliver to the Crown all such information, together with every copy, draft, working paper and note that contains such information, upon completion or termination of the Standing Offer or at any earlier time.
- 24.2 Where the Crown assigns the PROTECTED security classification to the Standing Offer, the Work or information mentioned in paragraph 23.1, Bidders shall, at all times, take all measures reasonably necessary for the safeguarding of the material so identified, including those outlined in the Industrial Security Manual of Public Works and Government Services Canada and its supplements, as well as in any other instructions issued by the PSC.
- 24.3 Without limiting the generality of paragraphs 24.1 and 24.2, when the Standing Offer, the Work or any information mentioned in paragraph 23.1 is assigned the classification PROTECTED by the Crown, the PSC shall be entitled to inspect at an agreed upon date and time, for security purposes, the premises of the Contractor and his/her Subcontractors at any time during the term of the Standing Offer. The Contractor shall also comply with, and ensure that all Subcontractors comply with, all written instructions issued by the PSC dealing with the material so identified, including any requirement that employees of the Contractor and his/her Subcontractors execute and deliver declarations relating to reliability screenings, security clearances and other such procedures.

25. Limits on the Use of Documents by the Crown

- 25.1 The Contractor acknowledges and agrees that all documents and information provided by the Crown under this current Standing Offer and Call-Ups remain the exclusive property of the Crown, and may not be shared with any third party (public or private) or used for any purpose other than those provided by this Standing Offer and Call-Ups without the express written permission of the Public Service Commission (PSC).
- 25.2 These documents and information include, but are not limited to, the assessment tools, all supporting documents provided to help with the scoring of the assessment tools and during training sessions conducted for this Standing Offer and its Call-Ups.

26. Intellectual Property

All intellectual property rights resulting from the delivery of the services described herein shall devolve to the Contractor, except that which is specifically indicated in this Standing Offer.

APPENDIX “E” – General Conditions – Standing Offers – Goods or Services

- 01 Interpretation
- 02 General
- 03 Standard Clauses and Conditions
- 04 Bid
- 05 Call-ups
- 06 Withdrawal
- 07 Revision
- 08 Disclosure of Information

01 Interpretation

In the Standing Offer, unless the context otherwise requires,

"Call-up" means an order issued by the Call-up Authority duly authorized to issue a Call-up against a particular Standing Offer. Issuance of a Call-up to the Contractor constitutes acceptance of its Bid and results in the creation of a contract between Her Majesty the Queen in right of Canada and the Contractor for the goods, services or both described in the Call-up;

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Public Service Commission.

"Bidder" means the person or entity whose name appears on the signature page of the Standing Offer and who bids to provide goods, services or both to Canada under the Standing Offer;

"Contractor" or "Standing Offer Holder" means the person or entity whose name appears on the signature page of the Standing Offer and who bids to provide goods, services or both to Canada under the Standing Offer;

"Standing Offer" means the written bid from the Contractor, the clauses and conditions, these general conditions, Appendixes and any other document specified or referred to as forming part of the Standing Offer;

"Standing Offer Authority" means the person designated as such in the Standing Offer, or by notice to the Contractor, to act as the representative of Canada in the management of the Standing Offer.

02 General

The Contractor acknowledges that a Standing Offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any goods, services or both listed in the Standing Offer. The Contractor understands and agrees that Canada has the right to procure the goods, services or both specified in the Standing Offer by means of any other contract, Standing Offer or contracting method.

03 Standard Conditions and Clauses

Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16, the clauses and conditions identified in the Standing Offer by number, date and title are incorporated by reference and form part of the Standing Offer and any contract resulting from the Standing Offer as though expressly set out in the Standing Offer and resulting contract.

04 Bid

1. The Contractor offers to provide and deliver to Canada the goods, services or both described in the Standing Offer, in accordance with the pricing set out in the Standing Offer as and when the PSC may request such goods, services or both, in accordance with the conditions listed at sub-section 2 below.
2. The Contractor understands and agrees that:
 - (a) a Call-up against the Standing Offer will form a contract only for those goods, services, or both, which have been called-up, provided that such Call-up is made in accordance with the provisions of the Standing Offer;

- (b) Canada's liability is limited to that which arises from Call-ups against the Standing Offer made within the period specified in the Standing Offer;
- (c) the Standing Offer cannot be assigned or transferred in whole or in part;
- (d) the Standing Offer may be set aside by Canada at any time.

05 Call-ups

The PSC will use the form specified in the Standing Offer to order services. They may also be ordered by other methods such as telephone, facsimile or electronic means. Typically, the Standing Offer Holder will be given a written statement of the work that is requested, along with a maximum time or funding allotted for this work. Call-ups will be provided to the contractors twice per month, following the completion of this previously authorised work. Call-ups made by telephone must be confirmed in writing on the document specified in the Standing Offer.

Call-ups against the Standing Offer paid for with the Government of Canada acquisition card (credit card) at point of sale must be accorded the same prices and conditions as any other Call-up.

06 Withdrawal

In the event that the Contractor wishes to withdraw the Standing Offer after authority to Call-up against the Standing Offer has been given, the Contractor must provide no less than thirty (30) days written notice to the Standing Offer Authority, unless specified otherwise in the Standing Offer. The thirty (30) day period will start upon receipt of the notification by the Standing Offer Authority and the withdrawal will be effective at the expiry of that period. The Contractor must fulfill any and all Call-ups which are made before the expiry of that period.

07 Revision

The period of the Standing Offer may only be extended, or its usage increased, by the Standing Offer Authority issuing a revision to the Standing Offer in writing.

08 Disclosure of Information

The Contractor agrees to the disclosure of its Standing Offer unit prices or rates by Canada, and further agrees that it will have no right to claim against Canada, the PSC, their employees, agents or servants, or any of them, in relation to such disclosure.

APPENDIX “F” – Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements

Code of Conduct for Procurement

- 01 Standard Instructions, Clauses and Conditions
- 02 Definition of Bidder
- 03 Submission of Bids
- 04 Late Bids
- 05 Legal Capacity
- 06 Rights of Canada
- 07 Vendor Performance
- 08 Price Justification
- 09 Bid Costs
- 10 Conduct of Evaluation
- 11 Joint Venture
- 12 Conflict of Interest - Unfair Advantage
- 13 Entire Requirement
- 14 Further Information

To comply with the *Code of Conduct for Procurement* (<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>) Bidders must respond to Requests for Standing Offers (RFSOs) in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the RFSO and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the contract.

To ensure fairness, openness and transparency in the bidding process, payment of a contingency fee by any party to a contract to a person to whom the *Lobbyists Registration Act*, R.S. 1985, c. 44 (4th Supplement) applies is prohibited.

By submitting a bid, the Bidder certifies that it meets the above requirements.

Bidders further understand that the commission of certain offences may render them ineligible to be awarded a contract. By submitting a bid, the Bidder declares that it has never been convicted of an offence under Section 121 (*Frauds on the government and Contractor subscribing to election fund*), Section 124 (Selling or Purchasing Office), Section 380 (*Fraud committed against Her Majesty*) or Section 418 (*Selling defective stores to Her Majesty*) of the Criminal Code of Canada, or under paragraph 80(1)(d) (*False entry, certificate or return*) subsection 80(2) (*Fraud against Her Majesty*) or Section 154.01 (*Fraud against Her Majesty*) of the *Financial Administration Act*.

01 Standard Instructions, Clauses and Conditions

Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16, the instructions, clauses and conditions identified in the RFSO, Standing Offer and resulting contract(s) by number, date and title are incorporated by reference into and form part of the RFSO, Standing Offer and resulting contract(s) as though expressly set out in the RFSO, the Standing Offer and the resulting contract(s).

02 Definition of Bidder

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a Standing Offer to bid goods, services or both under a Call-up resulting from a Standing Offer. It also includes the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

03 Submission of Bids

1. Canada requires that each bid, at closing date and time or upon request from the Standing Offer Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 15.
2. It is the Bidder's responsibility to:
 - (a) obtain clarification of the requirements contained in the RFSO, if necessary, before submitting a bid;
 - (b) prepare its bid in accordance with the instructions contained in the RFSO;
 - (c) submit by closing date and time a complete bid;
 - (d) send its bid only to the PSC as specified on page 1 of the RFSO or to the address specified in the RFSO;
 - (e) ensure that the Bidder's name, return address, and RFSO number are clearly visible on the envelope or the parcel(s) containing the bid; and,
 - (f) provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFSO.
3. If Canada has provided Bidders with multiple formats of a document (for example, a document may be downloaded through the Government Electronic Tendering Service (GETS) but may also be made available on CD-ROM through GETS), the format downloaded through GETS will take precedence. If Canada posts an amendment to the RFSO revising any documents provided to Bidders in multiple formats, Canada will not necessarily update all formats to reflect these revisions. It is the Bidder's responsibility to ensure that revisions made through any RFSO amendment issued through GETS are taken into account in the alternate formats it uses of RFSO documents.
4. Bids will remain open for acceptance for a period of not less than **120 days** from the closing date of the RFSO, unless specified otherwise in the RFSO. Canada reserves the right to seek an extension of the bid validity period from all responsive Bidders in writing. If the extension is accepted by all responsive Bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive Bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the RFSO.
5. Bids and supporting information may be submitted in either English or French.
6. Bids received on or before the stipulated RFSO closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to the provisions of the *Access to Information Act*, R.S. 1985, c. A-1 and the *Privacy Act*, R.S. 1985, c. P-21.
7. Unless specified otherwise in the RFSO, Canada will evaluate only the documentation provided with a Bidder's bid. Canada will not evaluate information such as references to Website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

04 Late Bids

The PSC will return bids delivered after the stipulated RFSO closing date and time.

05 Legal Capacity

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Standing Offer Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Bidders submitting a bid as a joint venture.

06 Rights of Canada

Canada reserves the right to:

- (a) reject any or all bids received in response to the RFSO;
- (b) enter into negotiations with Bidders on any or all aspects of their bids;
- (c) authorize for utilization any bid in whole or in part without negotiations;
- (d) cancel the RFSO at any time;
- (e) reissue the RFSO;
- (f) if no responsive bids are received and the requirement is not substantially modified, reissue the RFSO by inviting only the Bidders who submitted a bid to resubmit bids within a period designated by Canada; and
- (g) negotiate with the sole responsive Bidder to ensure best value to Canada.

07 Vendor Performance

1. Other than has already been specified herein, Canada may reject a bid where any of the following circumstances is present:
 - (a) the Bidder, or any employee or subcontractor included as part of the bid, has been convicted under Section 121 (*Frauds on the government & Contractor* subscribing to election fund), Section 124 (*Selling or purchasing office*), Section 380 (*Fraud committed against Her Majesty*) or Section 418 (*Selling defective stores to Her Majesty*) of the Criminal Code or under paragraph 80(1)(d) (*False entry, certificate or return*) subsection 80(2) (*Fraud against Her Majesty*) or Section 154.01 (*Fraud against Her Majesty*) of the *Financial Administration Act*.
 - (b) the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which renders the Bidder ineligible to submit a bid for the requirement;
 - (c) an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which would render that employee or subcontractor ineligible to submit an bid for the requirement, or the portion of the requirement the employee or subcontractor is to perform;
 - (d) with respect to current or prior transactions with the Government of Canada:
 - (i) the Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
 - (ii) evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of the bid;
 - (iii) Canada has exercised its contractual remedies of suspension or termination for default with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of the bid;
 - (iv) Canada determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder performed the Work in accordance with contractual clauses and conditions, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
2. Where Canada intends to reject a bid pursuant to a provision of subsection 1, other than 1.(b), the Standing Offer Authority will so inform the Bidder and provide the Bidder ten (10) days within which to make representations, before making a final decision on the bid rejection.

08 Price Justification

In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price justifications:

- (a) a current published price list indicating the percentage discount available to Canada; or

- (b) a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- (c) a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- (d) price or rate certifications; or
- (e) any other supporting documentation as requested by Canada.

09 Bid Costs

No payment will be made for costs incurred in the preparation and submission of a bid in response to the RFSO. Costs associated with preparing and submitting a bid, as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

10 Conduct of Evaluation

1. In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:
 - (a) seek clarification or verification from Bidders regarding any or all information provided by them with respect to the RFSO;
 - (b) contact any or all references supplied by Bidders to verify and validate any information submitted by them;
 - (c) request, before issuance of any Standing Offer, specific information with respect to Bidders' legal status;
 - (d) conduct a survey of Bidders' facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the RFSO;
 - (e) correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the RFSO; in the case of error in the extension of prices, the unit price will govern.
 - (f) verify any information provided by Bidders through independent research, use of any government resources or by contacting third parties;
 - (g) interview, at the sole costs of Bidders, any Bidder and/or any or all of the resources proposed by Bidders to fulfill the requirement of the RFSO.

11 Joint Venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to submit a bid together on a requirement. Bidders who submit a bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - (a) the name of each member of the joint venture;
 - (b) the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - (c) the name of the joint venture, if applicable.
2. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Standing Offer Authority.
3. The bid and any resulting Standing Offer must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Standing Offer Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFSO and any resulting Standing Offer. If a Standing Offer is issued to a joint venture, all members of the joint venture will be jointly and severally or solidarity liable for the performance of any contract resulting from a Call-up against the Standing Offer.

12 Conflict of Interest - Unfair Advantage

1. In order to protect the integrity of the procurement process, Bidders are advised that Canada may reject a bid in the following circumstances:
 - (a) if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the RFSO;
 - (b) if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the RFSO that was not available to other Bidders and that would, in Canada's opinion, give the Bidder an unfair advantage.
2. The experience acquired by an Bidder who is providing or has provided the goods and services described in the RFSO (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.
3. Where Canada intends to reject a bid under this section, the Standing Offer Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Standing Offer Authority before the RFSO closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest or unfair advantage exists.

13 Entire Requirement

The RFSO contains all the requirements relating to the solicitation. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the RFSO. Bidders should also not assume that their existing capabilities meet the requirements of the RFSO simply because they have met previous requirements.

14 Further Information

For further information, Bidders may contact the Standing Offer Authority identified in the RFSO.

APPENDIX “G” – Basis of Payment

Request number: _____

Bidder: _____

Name of proposed resource(s): _____

In order for a bid to be considered financially responsive, the bidder **MUST** propose a firm all-inclusive cost for **EACH** item below (elements 01 to 03), **NONE** of which can exceed the corresponding firm all-inclusive costs listed below. Any financial bid that exceeds the maximum indicated herein or that does not propose a cost for each element will be considered non-responsive and will be automatically rejected.

The costs of assessment instruments for elements 01 to 03 must not be unreasonably low. For the purposes of this standing offer, “unreasonably low cost” is defined as follows: Any all-inclusive lump sum cost that is less than 15% of the **MAXIMUM** all-inclusive rate will be considered non-compliant and will be eliminated from the process.

3. Payment table for identified assessment services

The bidder proposes the following payment table for scoring commonly used assessment tools that are identified (execution of all applicable tasks covered in Appendix D – Statement of Work) for the initial standing offer period and the option periods. The proposed costs must not exceed the maximum firm all-inclusive costs indicated in the right-hand column.

Element	Description	Maximum firm all-inclusive cost per test	Firm all-inclusive cost per test proposed by bidder
ASSESSMENT TOOLS			
01	“In-Basket” Exercise (IBE) – Tools 810 and 820 or any other PSC tool for which the estimated scoring time is more than two(2) hours but less than three(3) hours	\$99	(enter cost)
02	Other PSC “In-Basket” Exercises (IBE)* for which the estimated scoring time is more than one(1) hour but less than two(2) hours	\$66	(enter cost)
OTHER TEST SCORING SERVICES			
03	Other services that are not included under elements 01 and 02 for which the estimated work time is one(1) hour or less Examples: participation in scoring a new test currently being developed, participation in a pilot study related to a new test, research activities, and so on	\$33	(enter cost)

NOTE – The time required to score a test depends on various factors, including the scorer’s test scoring experience, the scorer’s speed of execution, as well as the length of the candidate’s answers and of the test itself.

The firm all-inclusive cost encompasses test scoring and rescoring, including the time spent completing feedback forms for each scoring or rescoring.

2. Payment table for training sessions and practice tests

The following payment table will apply to training sessions of the durations indicated for the standing offer period and option periods.

*PHASE I – IN-CLASS TRAINING AND PRACTICE EXERCISE**			
Element	Description	<u>Maximum firm all-inclusive cost per hour</u>	<u>Firm all-inclusive maximum per hour proposed by bidder</u>
04	In-class training and scoring exercises* up to a maximum of 7.5 hours per day (\$300)	\$40	(enter cost)
05	Execution of four(4) practice tests Execution of four(4) practice tests: \$135 per test, up to a maximum of \$540	<u>Maximum firm all-inclusive cost Per test</u>	<u>Firm all-inclusive maximum per test proposed by bidder</u>
		135 \$	(enter cost)

* Proposed resources who do not successfully complete Phase 1 of the certification program will be paid only for each activity completed, up to \$840.

PHASE II – SCORING TESTS UNDER WAY			
Element	Description	<u>Maximum firm all-inclusive cost Per test</u>	<u>Firm all-inclusive cost per test proposed by the bidder</u>
06	Scoring tests under way “In-Basket” Exercise (IBE) – Tools 810 and 820 or any other PSC tool for which the estimated scoring time is more than two (2) hours but less than three (3) hours	\$99	(enter cost)
07	Scoring tests under way Other PSC “In-Basket” Exercises (IBE)* for which the estimated scoring time is more than one (1) hour but less than two (2) hours	\$66	(enter cost)
08	Other tests for which the estimated scoring time is one (1) hour or less	\$33	(enter cost)

OTHER TRAINING SESSIONS			
Element	Description	<u>Maximum firm all-inclusive cost per hour</u>	<u>Firm all-inclusive maximum per hour proposed by bidder</u>
09	Other training sessions up to a maximum of 7.5 hours per day (\$225)	\$30	(enter cost)

3. Payment table for meetings

The following payment table will apply to meetings of the durations indicated for the standing offer period and option periods

MEETINGS			
Element	Description	<u>Maximum firm all-inclusive cost per hour</u>	<u>Firm all-inclusive maximum per hour proposed by bidder</u>
10	Meetings up to a maximum of 7.5 hours per day (\$225)	\$30	(enter cost)

The Bidder should indicate which tax it will be charging the PSC:

Tax: (_____ %)

4. Additional or revised tests

The rates and prices for each activity also apply to additional or revised tests that are comparable. As a result, the firm price per test proposed by the Bidder will be used for additional or revised tests that are comparable.

The proposed payment rates must take into account all overheads, equipment costs, earnings, salary costs, administrative costs and other costs, with the exception of the GST, QST, PST and HST.

****All other tests** for which the estimated scoring time is similar to the other indicated exams.

5. Definition of prorating a day:

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

$$\text{Days worked} = \text{Hours Worked divided by } 7.5 \text{ hours per day}$$

6. Cancellation of a work authorization, even on short notice

Without limiting any other provisions or conditions, any work authorization may be canceled even on short notice, in whole or in part by the Project Authority by means of verbal or written notice given to the holder of the standing offer.

APPENDIX "H" – Security Requirements Check List (SRCL)



Contract Number / Numéro du contrat D1120-18-2004
Security Classification / Classification de sécurité Unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Service Commission	2. Branch or Directorate / Direction générale ou Direction Personnel Psychology Centre	
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 Correction of Personnel Psychology Centre In-basket tests		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat D1120-18-2004
Security Classification / Classification de sécurité TOP SECRET

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat D1120-18-2004
Security Classification / Classification de sécurité Classified

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	Secret	TOP SECRET Très Secret	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC Très Secret	Protected Protégé			CONFIDENTIAL	Secret	TOP SECRET Très Secret
							NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL			A	B	D			
Information / Assets Renseignements / Biens		✓														
Production																
IT Media / Support IT																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

**APPENDIX « I » – QUALITY ASSURANCE
A. QUALITY ASSURANCE MONITORING REPORT**

« In-Basket » Exercise (IBE)

Scorer's Full Name: _____

Date: _____

Test Number & Version: _____

Psychologist Assigned to QA: _____

Candidate's Last Name: _____

SCORING COURSES OF ACTION: *accurate comparison between indicated actions and justification given by candidate and actions for which marks are given in scoring manual; general courses of action, calendar and reasons for action rated according to instructions in manual; no points missed or rated inappropriately*

<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
General comments:	
Specific comments: critical incidents	
Missed:	To discuss or inappropriate:
Corrective action(s) recommended:	

TECHNICAL ASPECTS: *calendar entries, no transcription or addition error, appropriate conversion.*

Rating of Calendar Entries: Calendar entries rated according to instructions in the manual.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
	Comments:
Transcription: Accurate transcription of codes and points from the manual to rating sheet and on answer sheets submitted.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
	Comments:

Solicitation Number: D1120-18-2004

<p>Addition: No errors in calculating points for each item, for each page of scoring sheet or on performance summary page.</p>	<p style="text-align: right;"><input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory</p> <p>Comments:</p>
<p>Score Conversion Scale: Conversion of raw and weighted scores according to instructions in manual.</p>	<p style="text-align: right;"><input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory</p> <p>Comments:</p>
<p>Other comments:</p>	

Person assigned to the quality assurance	Email/Telephone
	XXXX.XXXXX@canada.ca 819-420-XXXX
Monitoring date	Feedback date
Scorer's signature	Date of review (by the scorer)

**PLEASE RETURN THIS FORM AND THE CORRESPONDING TEST
TO THE PPC WITHIN THE TIME INDICATED BY THE TEST SERVICES COORDINATOR**

**APPENDIX « I » – QUALITY ASSURANCE
B. RESCORE REPORT**

« In-Basket » Exercise (IBE)

Scorer's Full Name: _____

Date: _____

Test Number & Version: _____

Candidate's Last Name: _____

RATING OF COURSES OF ACTION (ca) accurate comparison between actions and justification given by candidate and actions for which marks are given in scoring manual; general courses of action, calendar and reasons for action form rated according to instructions in manual; no points missed or rated inappropriately

General comments: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
Specific comments: critical incidents	
Missed:	Inappropriate:
Corrective action(s) recommended or positive comments:	

Other Comments

<u>Rating of Calendar Entries:</u> (calendar entries rated according to instructions in manual)	Comments:
<u>Transcription:</u> (accurate transcription of codes and points from manual to rating sheet and on answer sheets submitted)	Comments:
<u>Addition:</u> (no errors in calculating points for each item, for each page of scoring sheet or on performance summary page)	Comments:
<u>Score Conversion Scale:</u> (conversion of raw and weighted scores according to instructions in manual)	Comments:

Other comments: _____

Rescored by (signature): _____ **Date:** _____

**PLEASE RETURN THIS FORM AND THE CORRESPONDING TEST TO THE PPC
WITHIN THE TIME INDICATED BY THE TEST SERVICES COORDINATOR**

**APPENDIX « I » – QUALITY ASSURANCE
C. SCORER’S FORM
Reporting Specific PPC Test Issues**

<i>Section A: to be completed by the scorer</i>		
<i>Please place this completed form on top of the test. Do not send electronically.</i>		
Scorer’s name:	Date of scoring:	
Candidate’s name:	Test	Selection process #:
Description of the problem:		
Scorer’s signature:	Test returned to the PPC on:	
<i>Section B: to be completed by the PPC coordinator</i>		
Coordinator who received the test:	Signature:	
Comments (if needed):		

***Note to the coordinator:** the original copy of this form should be kept in the candidate’s file and a photocopy must be given to the psychologist responsible for the quality assurance of tests.*

APPENDIX « J » – Confidentiality Policy and Agreement

WHEREAS the undersigned has been hired by the Public Service Commission of Canada (PSC) to perform work duties for the PSC;

AND WHEREAS the undersigned, in carrying out the duties, may have access to sensitive and/or proprietary information (“Information”);

THEREFORE, the undersigned undertakes and agrees as follows:

1. The undersigned agrees to treat as confidential the Information communicated to him/her and agrees not to disclose the Information to any other person.
2. The confidentiality obligation imposed by section 1 shall not apply where:
 - (a) the Information was known to the undersigned prior to disclosure by PSC;
 - (b) the Information is, at time of disclosure, part of the public domain;
 - (c) the Information, after the time of disclosure, becomes part of the public domain other than by disclosure by the undersigned;
 - (d) the Information is the same as information that has come to the undersigned by a third party who is not under a similar agreement or obligation of confidentiality to PSC;
 - (e) the undersigned is required to disclose the Information by law, including pursuant to an order of a court of competent jurisdiction; or
 - (f) PSC has approved the disclosure of the Information.

IN WITNESS WHEREOF the undersigned has executed this undertaking this _____ day of _____ 2019.

THE UNDERSIGNED

Signature

Name (print)

Date

APPENDIX « K » – Registering Document for Equipment Purchase: Procedures and 5-A Form

PROCEDURES

To purchase a secure filing cabinet, the Bidder and his proposed resources must:

- Contact the Industrial Security Program (ISP) at 1-866-368-4646 or by e-mail at ssi-iss@tpsgc-pwgsc.gc.ca and indicate that you need to purchase a secure filing cabinet.
- Fill in the Registering Document for Equipment Purchase form, Annex 5-A at page 57.
- Return form to the Contracting Authority – See address on page 1.
- Once you and your proposed resources receive your secure filing cabinet, send by mail or a scan copy of the invoice to the Contracting Authority.

NOTE: The PSC will not delay the issuance of any Standing Offer to allow Bidders to obtain the required clearance or the required filing cabinet.

Approved secure filing cabinet is:

Model : 28-2LGCLC3

Specification : ACOPS/CCSM 125/12 – 2 drawer cabinet

Standing Offer : E60HN-17CABV

Standing Offer Holder : Global Upholstery co. Inc.

Overall Dimensions:

Height: 26.625”

Width: 18.00”

Depth: 28.250





Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada



ANNEX 5-A

REGISTERING DOCUMENT FOR EQUIPMENT PURCHASE

FROM (COMPLETE MAILING ADDRESS) FROM (COMPLETE SHIPPING ADDRESS)

Street:
City:
Prov/State:
Postal/Zip Code:
Country:

Date:
Tel. Number:

Contact:

ITEM NUMBER/NSN*	DESCRIPTION DATA PER LIST	PRICE	QTY

* NATO Stock Number

TERMS AND CONDITIONS

Suspected/Actual Compromise:

All suspected or actual compromises of security equipment experienced by authorized users are to be reported IMMEDIATELY to the Canadian Industrial Security Directorate.

Equipment Approval Level Changes:

Authorized users will be notified by their FISO of any changes to the level of classification, ie. upgrading/downgrading of equipment.

Maintenance:

The RCMP, in tandem with the FISO, are to provide maintenance of security equipment through their own resources by utilizing locksmiths specifically authorized by them.

Inspection:

Periodic inspections may be conducted by the RCMP and/or PWGSC/CISD to ensure that security equipment is operational and has not been modified. When new contracts are to be awarded to organizations who already possess security equipment, the equipment may require to be inspected and/or certified by the RCMP or CISD.

I _____ on behalf of _____ agree to the terms and conditions outlined in this registering document. This certifies that I have signing authority.

SIGNATURE

DEPARTMENT	FIELD INDUSTRIAL SECURITY OFFICER / NAME	SIGNATURE	TEL. NO.	DATE