



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

Pacific Region

401 - 1230 Government Street
Victoria, B.C.

V8W 3X4

Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region

401 - 1230 Government Street

Victoria, B. C.

V8W 3X4

Title - Sujet Project Management Course for NFS(P)	
Solicitation No. - N° de l'invitation W0103-197778/A	Date 2019-04-17
Client Reference No. - N° de référence du client W0103-197778	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-251-7718	
File No. - N° de dossier VIC-8-41108 (251)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-05-30	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Fletcher, Erin	Buyer Id - Id de l'acheteur vic251
Telephone No. - N° de téléphone (250) 415-6020 ()	FAX No. - N° de FAX (250) 363-0395
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the DND 626 Task Authorization Form, the Reporting Requirements, the Electronic Payment Instruments, and any other annexes.

1.2 Summary

- 1.2.1 To establish a Task Authorization Contract to provide Project Management training to the Department of National Defence (DND), Canadian Forces Base (CFB) Esquimalt on an as and when requested basis for a period of four (4) years.
- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Address:

Bid Receiving Public Works and Government Services Canada
Pacific Region
401-1230 Government Street
Victoria, BC
V8W 3X4

e-post Connect email:

TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

Bid Facsimile number:
(250) 363-3344

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must

be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

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

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

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;

(b) use a numbering system that corresponds to the bid solicitation.

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

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

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex A1.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for each criterion for the technical evaluation, and
 - d. obtain the required minimum of 64 points overall for the technical evaluation criteria which are subject to a point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

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

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

Basis of Selection – Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1 st	3 rd	2 nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](#) website

(<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation 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 similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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 Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work

history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" specified in Annex C.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of **\$40,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

6.1.2.3 Canada's Obligation – Portion of the Work – Task Authorizations

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

6.1.2.4 Periodic Usage Reports – Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "D". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on an annual basis to the Contracting Authority.

The reporting periods are defined as follows:

Date of award to March 31, 2020
April 1, 2020 to March 31, 2021
April 1, 2021 to March 31, 2022
April 1, 2022 to March 31, 2023

Reporting Requirement – Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- I. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- II. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.1.2.5 Task Authorization – Department of National Defence

The administration of the Task Authorization process will be carried out by Base Logistics. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

[2035 \(2018-06-21\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 17 – Interest on Overdue Accounts, of 2035 (2018-06-21), General Conditions – Higher Complexity – Services – will not apply to payments made by credit cards.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2023, inclusive.

6.4.2 Option to Extend the Contract

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

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

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Erin Fletcher
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch, Pacific
401 – 1230 Government Street, Victoria, B.C. V8W 3X4
Telephone: 250-415-6020
E-mail address: erin.fletcher@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(to be provided at Contract award)*

Name: _____
Title: _____

Solicitation No. - N° de l'invitation
W0103-197778/A
Client Ref. No. - N° de réf. du client
W0103-197778

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-8-41108

Buyer ID - Id de l'acheteur
vic251
CCC No./N° CCC - FMS No./N° VME

Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 Firm Unit Price(s) TA

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the Basis of Payment in Annex B. Customs duties are included and Applicable Taxes are extra.

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

6.7.1.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____. Customs duties and Applicable Taxes are included.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.2 Method of Payment

SACC Manual Clause H1000C (2008-05-12), Single Payment

6.7.3 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information

are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9.2 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity – Services;
- c) Annex A, Statement of Work;
- d) Annex A1, Mandatory and Point Rated Evaluation Criteria;
- e) Annex B, Basis of Payment;
- f) the signed Task Authorizations (including any of its annexes, if any) and
- g) the Contractor's bid dated _____.

6.12 Insurance – No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.13 SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)
A9062C (2011-05-16), Canadian Forces Site Regulations

ANNEX A - STATEMENT OF WORK

1. Purpose

To establish a Task Authorization Contract to provide PM (PM) training to the Department of National Defence (DND), Canadian Forces Base (CFB) Esquimalt on as and when requested basis for a period of four years, plus one (1) option year.

2. Background

The Naval Fleet School Pacific (NFS(P)), Combat System Engineering (CSE) Division of the DND has a requirement for PM training that follows the knowledge framework documented in the PM Institute's (PMI's) Guide to the PM Body of Knowledge (PMBOK Guide). A requirement for a PM course of five days duration has been identified.

3. Scope

The Contractor must develop and deliver PM courses, focusing on five key knowledge areas:

- Planning and control;
- Project Stakeholder Management;
- Simulation Activity;
- Project Risk Management; and
- Managing with Influence and Authority.

The course content must be suitable for a diverse student population with varying PM experiences. Most of the students have minimal experiences, however, there may be some students with significant experience in managing DND projects.

4. Location of Work

The training must place at CFB Esquimalt. The classroom will be provided by NFS(P).

5. Language of Work

The courses must be delivered in English.

6. Requirement

THE FOLLOWING TABLE LISTS THE COURSES REQUIRED UNDER THE TASK AUTHORIZATION CONTRACT. COURSES MUST HAVE THE FOLLOWING CONTENT AND MEET THE STATED LEARNING OBJECTIVES ALONG WITH ANY OTHER SPECIAL REQUIREMENTS IDENTIFIED.

6.1 Course 1: Weapons Engineering Technical Maintenance Manager & Course 2: Naval Engineering Common Course

Objective	<ul style="list-style-type: none"> To provide an overview and introduction to PM based upon the PMBOK Guide To provide a working understanding of PM principles and processes based on the PMBOK Guide
Course Duration	5 days (6.5 hours of training per day)
Audience	<ul style="list-style-type: none"> Individuals who are new to the PM process and who are currently working or anticipate working on a project team in a supportive role. Individuals who are new to the PM process and are anticipating to work, or are currently working on significant formal projects Individuals who have previously participated in formal projects, but need background knowledge in PM principles and processes May include Project Managers or Project Leaders.
Course Topics	<p>Introduction to PM</p> <ul style="list-style-type: none"> To understand the benefits of PM and how to achieve them The PM cycle/framework The key steps of the project planning and control process To define roles and responsibilities of key project staff Key project language and terminology <p>PM</p> <ul style="list-style-type: none"> Define PM terminology and concepts as defined by the PMI Understand when it is appropriate to apply PM principles Understand and utilize the stages of the PM cycle/framework Prepare and manage project documents Clarify and define the scope of a project Interpret project data and reports Use appropriate tools (i.e. Gantt charts, Critical path analysis) to facilitate the Project Management process Manage stakeholder expectations Prepare and defend project schedules Allocate resources effectively Identify and manage project risk Monitor and evaluate projects for success Administer a project throughout the project lifecycle from planning to close out. <p>Scope Management in Projects</p> <ul style="list-style-type: none"> Create a project scope management plan that documents how the project scope will be defined, verified, and controlled Develop a detailed project scope statement Create the Work Break Down Structure Verify the Scope Control changes to the project scope Integration Management

	<p>Scheduling and Cost Control</p> <ul style="list-style-type: none"> Identify the specific activities that need to be performed, and identify and document dependencies among these activities Estimate the type and quantities of resources and the number of work periods that will be needed to complete schedule activities Create schedules and monitor and control changes to the project schedule Estimate, budget and control costs <p>Stakeholder Management</p> <ul style="list-style-type: none"> Identify Stakeholders Plan Stakeholder Management Manage and Control Stakeholder Engagement <p>Simulation</p> <ul style="list-style-type: none"> Interactive group learning activity
Special Requirements	DND context may be added by Technical Authority after consultation with the Contractor.
Estimated two serials of this class will be conducted per year with a maximum of 20 students per class	

6.2 Course 3: Weapons Engineering Technical Manager Technical Administration

Objective	<ul style="list-style-type: none"> To provide in depth information on the risk management area of PM based upon the PMI Practice Standard for Project Risk Management. To provide in depth information on the quality management area of PM and learn to use tools and techniques for planning and implementing quality methods in a project environment
Course Duration	5 days (6.5 hours of training per day)
Audience	Individuals who require depth information on the risk and quality management area of PM
Course Topics	<p>Risk Management</p> <ul style="list-style-type: none"> Determine how to approach, plan and execute the risk management activities for a project. Determine which risks might affect the project and document their characteristics Prioritize risk Analyze the effect of risks on the overall project objectives Develop options and actions to manage risk Track and monitor risks throughout the project life cycle <p>Quality Management</p> <ul style="list-style-type: none"> Select the appropriate quality assurance and quality control tools for your project Prepare and implement a quality management plan Monitor to determine whether quality standards are maintained <p>Managing with Influence and Authority</p>

	<ul style="list-style-type: none">• Human Resource Management• Communication Management• Procurement Management• Information Management <p>Managing Multiple Portfolios</p> <ul style="list-style-type: none">• Understand the differences between managing single and multiple projects• Implement multitasking and linking for concurrent portfolios• Resource and prioritize multiple portfolios• Monitor multiple portfolios• Resolve multiple portfolio conflicts• Establish controls and reporting for multiple portfolios• Understand the political role of the manager of multiple portfolios
Special Requirements	DND context may be added by Technical Authority after consultation with the Contractor.
Estimated one serial of this class will be conducted per year with a maximum of 12 students	

7. Tasks (for each of the Courses)

7.1 Provide Training Services: The Contractor must deliver the courses contained in section 6.1 and 6.2, as and when requested by DND.

7.1.1 The Contractor must deliver and conduct the training and provide all course materials for up to twenty (20) participants as detailed in Section 6. Requirement. The contractor must provide the cost for additional students above 20 if the requirement for a larger training session is deemed appropriate. All training must use adult education techniques covering the respective objectives in English;

7.1.2 Training will be delivered between the hours of 8:00am and 4:00 pm Monday to Friday (excluding statutory holidays observed in British Columbia) with a 60- minute lunch break, a 15-minute mid-morning break and a 15-minute midafternoon break. Times may be adjusted by NFS(P).

7.1.3 The Contractor must be able to incorporate DND specific examples/work packages into their training when this information is provided by DND.

7.2 Provide Qualified Instructors: The Contractor must provide a minimum of one (1) qualified primary instructor for each Course, as identified in the Contractor's Preliminary Course Package. The Contractor must also provide a minimum of one (1) qualified back-up instructor for each Course, as identified in the Contractor's original proposal, as a substitute for the primary instructor should the Contractor be unable to provide the primary instructor.

7.2.1 All instructors (i.e. both Primary and Back-up must, as a minimum, possess the following qualification, skill, and experience:

- Must have recent (minimum of 100 hours in the last 2 years) and significant (minimum of 450 hours in the last 5 years) experience in the delivery of the required courses to adults.

- Instructor must be certified as a Project Management Professional (PMP) by the PMI at the time of delivery.
- The Contractor may choose to provide multiple instructors to deliver the course as needed.

7.3 Instructor Replacement: Any instructor that is proposed as a replacement during the term of the contract, who was not identified in the Contractor's proposal, must meet or exceed the qualifications and experiences of the originally-proposed resource. When an instructor is to be replaced, the Contractor must immediately notify DND and demonstrate that the proposed replacement meets or exceeds the education, qualifications and experience of the original resource. The replacement instructor must not deliver any course without the written authorization of DND. (DND reserves the right to request a replacement for any instructor deemed inadequate or inappropriate in DND's sole opinion). The Contractor must immediately replace the identified instructor(s) in such cases.

7.4 Revisions to Courses as Required by Updates to the PMBOK Guide. For each course, the Contractor must prepare, maintain and update the course content and all accompanying materials, to cover any release of an updated version of the PMBOK Guide. Delivery of the revised courses and the provision of updated course materials must occur within six (6) months of publication (i.e. release date) of the newly released version of the PMBOK Guide. Any additional costs to maintain course currency is the responsibility of the Contractor.

7.5 Manage Training Aids: The Contractor must provide and manage all training aids including any software and contractor hardware necessary for teaching purposes. The Contractor must provide own laptop, which can be connected to DND's projector.

7.6 Provide learning activities: The Contractor must provide exercises, assignments, homework, tests and quizzes necessary to facilitate the learning of the materials taught.

7.7 Final Examinations: The Contractor will not administer a Final Exam to the students at the end of the course.

8. Constraints

8.1 The Contractor must be a "Registered Education Provider" (REP) approved by the Project Management Institute (PMI).

8.2 The Project Authority, or their designate, reserves the right to monitor the delivery of all courses and suggest improvements for delivery. Satisfactory delivery of services will be determined through feedback from courses participants, monitoring of courses, and completion of course objectives.

8.3 The Project Authority reserves the right to cancel any course any time within ten (10) business days' notice without cancellation penalty.

8.4 Any software used by the Contractor must be compatible with existing DND software platforms including MS Word 2013, MS Excel 2013, MS PowerPoint 2013, MS Access 2013, and MS Project 2013.

8.5 Course participant information must not be used to solicit for the Contractor's future training.

9. Client Support

DND will be responsible for providing the following support:

- 1 or more classroom(s) as needed;
- Multi-media podium with projector, screen, laptop connection, DVD player, and audio system;
- Flip charts, whiteboards, and markers;
- Access to photocopy facilities to copy student work/project plans;
- Technical support and familiarization of contractor personnel with the use of Crown facilities;
- Marketing and registration for all courses;
- Minimum of thirty (30) days' notice to the Contractor when scheduling a session; and
- DND-specific learning materials, as per 7.1.3

10. Deliverables

10.1 The Contractor must develop a Preliminary Course Package for the course and submit to TA for review, 4 weeks prior to the course delivery date.

The Preliminary Course Package must include:

- Name of the instructor and the backup instructor;
- Course outline; and
- Schedule of the proposed activities and description of the activity

The Contractor must provide a Final Course Package to the Technical Authority for acceptance 2 weeks prior to the course delivery date.

10.2 For each course, the Contractor must provide:

10.2.1 Updated Course Materials. The Contractor must provide up-to-date course materials and training aids for each participant. The course materials include, but are not limited to the following: reference material including any applicable textbook(s), course manual(s), exercise material including suggested solutions, hand-outs, copy of presentation material (e.g. PowerPoint slides), templates, etc. The participants will retain all participant course materials.

10.2.2 Language of Course Materials. The Contractor must provide all course materials in English

10.2.3 Course Materials in Hard and Soft Copies. All course materials (e.g. Instructor manual, Student manual, handouts and slide deck/presentations, as appropriate) for each course must be delivered in both hard copy and soft copy using MSOffice products (MS Word, MS Excel, MS PowerPoint).

10.2.4 Prepare, Administer, and Submit Various Reports. For each course serial, the delivery of all reports includes, but is not limited to, the following:

- a) The Contractor must provide the original completed individual "Student Attendance Record" (supplied by the NFS(P)) to DND;
- b) The Contractor must provide the original completed participant "Course Evaluation/Critique" forms (supplied by NFS(P)) to DND; and

- c) The Contractor must provide an "End-of-Course Report" (supplied by NFS(P)), which summarizes the overall course critique comments by participants, and combines both participants and the Contractor's observations and recommendations for future improvements.

10.2.5 Issue Certificates of Completion. The Contractor must provide a certificate of completion to each student, upon satisfactory completion of a course. The certificate must include, as a minimum, the name of the course, the course date, the student's name, and instructor's name.

11. Security

There is no security requirement associated with the requirement.

Contractor personnel will not be required to access restricted access areas or PROTECTED or CLASSIFIED information.

This requirement does not contain CONTROLLED GOODS.

ANNEX A1 – MANDATORY AND POINT RATED EVALUATION CRITERIA

MANDATORY CRITERIA

To be considered responsive, a bid must meet all of the mandatory requirements of the solicitation. Bids not meeting all of the mandatory requirements will be given no further consideration.

CRITERIA	DESCRIPTION	MEETS		Page Reference # in Bidder's Proposal
		Yes	No	
M1	Provide a course outline and instructional plan for all required courses			
M2	Provide a copy of all course manuals and materials to be used for the courses outlined in the Statement of Work			
M3	Contractor must provide a minimum of one (1) qualified primary instructor for each Course, as identified in the Contractor's preliminary Course Package. The Contractor must also provide a minimum of one (1) qualified back-up instructor for each Course, as identified in the Contractor's original proposal, as a substitute for the primary instructor should the Contractor be unable to provide the primary instructor.			
M4	Instructors must have recent* and significant** experience in the delivery of project management training courses to adults. *(Recent experience is defined as 2 years of experience in the last 5 years) **(Significant experience is defined as having delivered no less than ten course serials in the last 5 years)			
M5	Instructors must have a minimum of 5 years of work experience in Project Management within the last 10 years (One year of experience is defined as a minimum of 36 weeks of project management work per calendar year).			
M6	Provide a resume for each instructor which outlines: i. Experience delivering training to adults ii. Experience delivering Project Management training to other government organizations and large companies iii. Post-secondary degrees, diplomas, and/or certificates and details of any other training related to the subject matter of the course or in the field of adult learning.			

	<p>iv. Reference contact information, who can attest their ability to instruct.</p> <p>Each resume must clearly identify the names of courses taught, duration of the course (in hours), who the training was provided to, and the number of times delivered.</p> <p>Project experience must outline the date of the project, description of the project, who it was completed for, and a description of the proposed instructor's role in the project.</p>			
M7	Any software used by the contractor must be compatible with existing DND software platforms including Microsoft Windows 10 Enterprise, MS Word 2013, MS Excel 2013, MS PowerPoint 2013, MS Access 2013, and MS Project 2013.			

POINT RATED CRITERIA

To be considered responsive, the Bidder must achieve the minimum point score for each rated criterion.

CRITERIA	DESCRIPTION	MAXIMUM POINTS	Page Reference # in Bidder's Proposal	SCORE
R1	<p>Course Content and Training Methodology</p> <ul style="list-style-type: none"> Instructional plan is clear and relevant (5 points) All learning objectives are covered (13 points) Amount of time allocated to each objective or topic is appropriate (5 points) A variety of methods and techniques are used (7 points) Methods and techniques are appropriate for the topic and audience (8 points) "Registered Education Provider" (REP) approved by the Project Management Institute (2 points) <p>Minimum score required: 28 points</p>	40		
R2	<p>Course Materials – Quality, clarity and relevance of materials</p> <ul style="list-style-type: none"> Materials are clear, concise and easy to understand (5 points) Supports the course objectives (5 points) Well organized (5 points) Contain job aids/tools (5 points) 	25		

	<ul style="list-style-type: none"> Variety/Appearance (Text, pictures, charts, use of colour, diagrams, etc.) (5 points) <p>Minimum score required: 15 points</p>			
R3	<p>Instructor experience and education – Where more than one instructor is proposed, an average will be taken of their scores for this part of the evaluation.</p> <p>a) Experience delivering Project Management training (16 points). Points awarded over and above the mandatory 2 years per M4, to a maximum of 16 points.</p> <p>b)</p> <ul style="list-style-type: none"> 2+ years experience – (1 point) 3+ years experience – (3 points) 4+ years experience – (5 points) 5+ years experience – (7 points) 6+ years experience – (9 points) 7+ years experience – (11 points) <ul style="list-style-type: none"> Additional 5 points if delivered a minimum of 20 course serials, over and above the mandatory 10 serials within the last 5 years per M4 – (5 points) <p>c) Work experience in Project Management (16 points). Points awarded over and above the mandatory 5 years in the last 10 years per M5, to a maximum of 16 points. One year of experience is defined as a minimum of 36 weeks of project management work per year.</p> <ul style="list-style-type: none"> 1 point per year of experience as a member of a project management team (not in a leadership role) (maximum 4 points). 2 points per year of experience as a project manager leading a project management team (maximum 6 points). 2 additional points per public sector project. Bidders must provide a description, contract dates, organization name, one reference (maximum 6 points). <p>d) Educational background in a subject area relevant to the training and/or in a technical field applicable to the Department of National Defence (i.e.</p>	35		

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	<p>Engineering, IT, Business Administration). (3 points)</p> <ul style="list-style-type: none">• PMP designation certificate (1 point)• Bachelor's Degree (1 point)• Master's Degree (1 point) <p>Minimum score required: 21 points</p>			
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ANNEX B - BASIS OF PAYMENT

Price offered must be all, inclusive, including and not limited to travel costs, manuals, handouts and shipping cost, in Canadian Dollars, Applicable Taxes excluded.

Financial Evaluation: Evaluated Bid Price = (Year 1 Subtotal + Year 2 Subtotal + Year 3 Subtotal + Year 4 Subtotal + Option Year 1 Subtotal)

Course	Year 1	Year 2	Year 3	Year 4	Option Year 1
Estimated usage 1 (one) serial per year					
Course 1: Weapons Engineering Technical Maintenance Manager	\$	\$	\$	\$	\$
Course 2: Naval Engineering Common Course	\$	\$	\$	\$	\$
Course 3: Weapons Engineering Technical Manager Technical Administration	\$	\$	\$	\$	\$
Additional cost per student (above maximum)	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

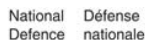
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ANNEX C – DND 626 – TASK AUTHORIZATION FORM

(see attached)

[illegible]

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

Solicitation No. - N° de l'invitation
W0103-197778/A
Client Ref. No. - N° de réf. du client
W0103-197778

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-8-41108

Buyer ID - Id de l'acheteur
vic251
CCC No./N° CCC - FMS No./N° VME

ANNEX D – REPORTING REQUIREMENTS

Reports must be submitted within FIFTEEN (15) calendar days of the end of the annual reporting period.

Date of award to March 31, 2020
April 1, 2020 to March 31, 2021
April 1, 2021 to March 31, 2022
April 1, 2022 to March 31, 2023

Date of Task Authorization	Task Authorization Number	\$ Value of Task Authorization

Total number of TAs for reporting period	
Total value of TAs for reporting period (GST excluded)	

Contractor Name (printed) _____

Contractor's Representative Name (printed) _____

Signature _____ Date _____

Solicitation No. - N° de l'invitation
W0103-197778/A
Client Ref. No. - N° de réf. du client
W0103-197778

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-8-41108

Buyer ID - Id de l'acheteur
vic251
CCC No./N° CCC - FMS No./N° VME

ANNEX E to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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