



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

<p>Bid Receiving Canada School of Public Service Entrance P4 Shipping and Receiving (door beside garage door) with the commissionaire from 9:00 AM to 3:00 PM Asticou Centre 241 Cité-des-jeunes Blvd. Gatineau, QC (Canada) J8Y 6L2</p> <p>Réception des soumissions École de la fonction publique du Canada Entrée P4 Expédition et Réception (porte à côté de la porte de garage) avec le commissionaire de 9h00 à 15h00 Centre Asticou 241, boul. Cité-des-jeunes Gatineau, QC (Canada) J8Y 6L2</p>

REQUEST FOR PROPOSAL

INVITATION À SOUMISSIONNER

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Solicitation No. - N° de la demande CSPS-RFP-18NG-2465	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin : at – à 2 :00 PM EST 14 :00 HNE on – le July 3rd, 2019 3 juillet 2019	File No. - N° de dossier 2018-2465
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Date of Solicitation – Date de la demande 2019/05/24
Title – Titre: Occupational Health and Safety (OHS) Training for the Canada School of Public Service (CSPS) OHS committee members, safety representatives, supervisors and managers.
Address inquiries to – Adresser toute demande de renseignement à : See Herein Voir ci-dessous
Destination See Herein Voir ci-dessous

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

Supplier Name and Address – Nom et adresse du fournisseur
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)
Signature : _____ Date : _____

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 SECURITY REQUIREMENTS	3
1.2 STATEMENT OF WORK.....	3
1.3 DEBRIEFINGS	3
1.4 TRADE AGREEMENTS	3
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	6
PART 3 - BID PREPARATION INSTRUCTIONS	7
3.1 BID PREPARATION INSTRUCTIONS	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1 EVALUATION PROCEDURES	10
4.2 BASIS OF SELECTION	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	10
5.1 CERTIFICATIONS REQUIRED WITH THE BID	10
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	10
PART 6 - RESULTING CONTRACT CLAUSES	11
6.1 SECURITY REQUIREMENTS	11
6.2 STATEMENT OF WORK.....	11
6.3 STANDARD CLAUSES AND CONDITIONS.....	11
6.4 TERM OF CONTRACT	11
6.5 AUTHORITIES	11
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS (<i>IF APPLICABLE</i>)	12
6.7 PAYMENT	12
6.8 INVOICING INSTRUCTIONS	13
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	13
6.10 APPLICABLE LAWS.....	13
6.11 PRIORITY OF DOCUMENTS	13
ANNEX A - STATEMENT OF WORK	15
ANNEX B – BASIS OF PAYMENT	21
ANNEX C - SECURITY REQUIREMENTS CHECK LIST.....	22
ANNEX D- ELECTRONIC PAYMENT INSTRUMENTS	25

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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

1.2 Statement of Work

The Work to be performed is detailed under Annex A- Statement of Work.

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.

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement, the Canada-Colombia Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Korea Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Peru Free Trade Agreement and the Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to Canada School of Public Service by the date, time and place indicated on Page 1 of the bid solicitation.

Note: Bids will not be accepted if emailed directly to the Contracting Authority.

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

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 five (5) 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 Ontario.

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

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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

Section I: Technical Bid (one (1) hard copy and one (1) soft copy on USB key)

Section II: Financial Bid (one (1) hard copy and one (1) soft copy on USB key)

Section III: Certifications (one (1) hard copy and one (1) soft copy on USB key)

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

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

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex C - 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.

3.1.2 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

4.1.1.1 Mandatory Technical Criteria

- a) The contractor must provide a detailed curriculum for each course indicated in Annex A- Statement of Work.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The Security Requirements Checklist (SRCL) in Annex C apply and form part of the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to ***(will be inserted at contract award)*** 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 two (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Naomi Gautier

Title: Senior Supply Specialist

Canada School of Public Service

Address: Asticou Center, 241 Cité-des-Jeunes Blvd, Gatineau, Québec, J8Y 6L2

Telephone: 873-354-1752

E-mail address: naomi.gautier@canada.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:

Name: **(will be inserted at contract award)**

Title: _____

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

Name: **(will be inserted at contract award)**

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm prices, as specified in in Annex B – Basis of Payment for a cost of \$ **(will be inserted at contract award)**. Customs duties are included and Applicable Taxes are extra.

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

6.7.2 Monthly Payment

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

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

6.7.3 Electronic Payment of Invoices – Contract (if applicable)

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

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.

Invoices must be distributed as follows:

- a) The original must be forwarded to the following address for certification and payment:
jennifer.bonhomme@canada.ca
- b) One (1) copy must be forwarded by email 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.

6.10 Applicable Laws

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

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 2010B (2018-06-21) General Conditions - Professional Services (Medium Complexity)
 - (c) Annex A - Statement of Work;
 - (d) Annex B – Basis of Payment;
 - (e) Annex C - Security Requirements Check List;
 - (f) the Contractor's bid dated (***will be inserted at the time of contract award***)

ANNEX A - STATEMENT OF WORK

1. Title

Occupational Health and Safety (OHS) Training for the Canada School of Public Service (CSPS) OHS committee members/safety representatives and supervisors/managers.

2. Objective

The objective of this contract is to obtain the services of a Contractor who will provide Occupational Health and Safety (OHS) training to CSPS OHS committee members/safety representatives and supervisors/managers.

This training will provide the CSPS OHS committee members/safety representatives and supervisors/managers with a better awareness of their roles and responsibilities as required by legislation. In addition, this training will raise awareness and working knowledge of requirements under the Canada Labour Code Part II that impact the workplace and provide committee members and representatives with information regarding compliance with the requirements of the Code.

3. Background

OHS committee members/safety representatives and supervisors/managers play a vital role in preventing work-related injuries and diseases, and are an important part of what is called the internal responsibility system. This system, based on cooperation between employers and employees, improves the overall understanding of occupational health and safety issues in the workplace.

Employers under federal jurisdiction with 300 or more employees across Canada are required to establish a policy health and safety committee. The policy committee addresses issues that, because of their nature, cannot be effectively dealt with by individual workplace health and safety committees or representatives. Policy committees strengthen the internal responsibility system by ensuring consistency across an employer's work sites.

Workplace health and safety committees must be established in workplaces under federal jurisdiction where there are 20 or more employees.

The *Canada Labour Code* requires employers under federal jurisdiction to appoint a health and safety representative for each workplace with fewer than 20 employees. The health and safety representative is responsible for addressing workplace health and safety issues.

All committee members/safety representatives and supervisors/managers must complete designated training in health and safety to be informed of their responsibilities and to carry out their duties under Part II of the *Canada Labour Code*.

It is the employer's responsibility to provide training to its OHS committee members/safety representatives and supervisors/managers.

4. Scope

The Contractor must provide the following courses:

- a) *The Comprehensive two (2) Days OHS Federal Work Place Committee Training*

This course must address the following topics:

-
- Canada Labour Code Part II
 - Managing Hazards in federal workplaces
 - Hazardous Occurrence Investigations in federal workplaces
 - Inspecting Federal Workplaces
 - Roles and Responsibilities

b) *The Comprehensive one (1) Day OHS for Managers and Supervisors Training*

This course must address the following topics:

- Federal versus provincial regulatory jurisdiction for workplace health and safety in Canada
- The duties of the work place parties under the Canada Labour Code, Part II
- Scope and application of the Canada Occupational Health and Safety Regulations, and other regulations under the Canada Labour Code, Part II
- The enforcement, prosecution and penalty framework under the Canada Labour Code, Part II
- Job hazard analysis
- Hazard prevention
- Reacting to and reporting accidents/incidents
- The importance of safety orientation

c) *The Comprehensive one (1) Day Job Hazard Analysis Training*

This course must address the following topics:

- Regulatory requirements for hazard assessment;
- Formulation of suitable (JHA) procedures, and/or consistent methodologies;
- Performing accurate characterization of job tasks;
- Properly identifying key hazards in the workplace;
- Producing criteria to promote objective and reliable risk-ratings (resulting in consistent conclusions relating to task risks and adequacy of controls);
- multiple persons performing JHAs;
- Adequate data management systems and procedures.

d) *The Comprehensive one (1) Day Accident/Incident Investigation Training*

This course must address the following topics:

- A practical approach to investigation workplace accidents
- Emphasis on finding the root cause(s)
- Conduct an Investigation
- Present findings
- Making effective recommendations
- Record keeping

e) *The Comprehensive two (2) days Safety Program Evaluator's Course Training*

- A course for Safety Officers and committee members designed to teach how to conduct a Safety Program Audit.

5. Tasks

The Contractor must provide the following courses:

- a) *Comprehensive two (2) Days OHS Federal Work Place Committee Training* for up to 10 participants per session each to be delivered as follows:

- One (1) session to be delivered on two (2) consecutive days in English
- One (1) session to be delivered on two (2) consecutive days in French
- One (1) session to be delivered on four (4) consecutive half-days in English

The *Comprehensive two (2) Days OHS Federal Work Place Committee Training* must consist of the following modules:

- Canada Labour Code Part II
- Managing Hazards in federal workplaces
- Hazardous Occurrence Investigations in federal workplaces
- Inspecting Federal Workplaces
- Roles and Responsibilities

- b) *Comprehensive one (1) Day OHS for Managers and Supervisors Training* for up to 10 participants per session each to be delivered as follows:

- Two (2) sessions to be delivered in one (1) day in English
- Two (2) sessions to be delivered in one (1) day in French
- One (1) session to be delivered on two (2) consecutive half-days in English

The *Comprehensive one (1) Day OHS for Managers and Supervisors Training* must address the following topics:

- Federal versus provincial regulatory jurisdiction for workplace health and safety in Canada
- The duties of the work place parties under the Canada Labour Code, Part II
- Scope and application of the Canada Occupational Health and Safety Regulations, and other regulations under the Canada Labour Code, Part II
- The enforcement, prosecution and penalty framework under the Canada Labour Code, Part II
- Job hazard analysis
- Hazard prevention
- Reacting and reporting accidents/incidents
- The importance of safety orientation

- c) *Comprehensive one (1) Day Job Hazard Analysis Training* for up to 15 participants per session each to be delivered as follows:

- Two (2) sessions to be delivered in one (1) day in English
- Two (2) session to be delivered in one (1) day in French
- One (1) session to be delivered on four (4) consecutive half-days in English

The *Comprehensive 1 Day Job Hazard Analysis Training* must address the following topics:

- Regulatory requirements for hazard assessment;
- Formulation of suitable (JHA) procedures, and/or consistent methodologies;
- Performing accurate characterization of job tasks;
- Properly identifying key hazards in the workplace;
- Producing criteria to promote objective and reliable risk-ratings (resulting in consistent conclusions relating to task risks and adequacy of controls);

- The mechanisms to ensure consistency among multiple persons performing JHAs;
 - Adequate data management systems and procedures.
- d) *Comprehensive one (1) Day Accident/Incident Investigation Training* for up to 10 participants per session each to be delivered as follows:
- Two (2) sessions to be delivered in one (1) day in English
 - Two (2) sessions to be delivered in one (1) day in French
 - One (1) session to be delivered on four (4) consecutive half-days in English

The Comprehensive one (1) Day Accident/Incident Investigation Training must address the following topics:

- A practical approach to investigation workplace accidents
 - Emphasis on finding the root cause(s)
 - Conduct an Investigation
 - Present findings
 - Making effective recommendations
 - Record keeping
- e) *Comprehensive two (2) Days Safety Program Evaluator's Course Training* for up to 10 participants per session each to be delivered as follows:
- One (1) session to be delivered on two (2) consecutive days in English
 - One (1) session to be delivered on two (2) consecutive days in French

The Comprehensive two (2) days Safety Program Evaluator's Course Training must address the following topics:

- A course for Safety Officers and committee members designed to teach how to conduct a Safety Program Audit.

6. Deliverables

The Contractor must provide the following courses:

- a) *Comprehensive two (2) Days OHS Federal Work Place Committee Training* for up to 10 participants per session each to be delivered as follows:
- One (1) session to be delivered on two (2) consecutive days in English
 - One (1) session to be delivered on two (2) consecutive days in French
 - One (1) session to be delivered on four (4) consecutive half-days in English

The Comprehensive two (2) Days OHS Federal Work Place Committee Training must consist of the following modules:

- Canada Labour Code Part II
 - Managing Hazards in federal workplaces
 - Hazardous Occurrence Investigations in federal workplaces
 - Inspecting Federal Workplaces
 - Roles and Responsibilities
- b) *Comprehensive one (1) Day OHS for Managers and Supervisors Training* for up to 10 participants per session each to be delivered as follows:

- Two (2) sessions to be delivered in one (1) day in English
- Two (2) sessions to be delivered in one (1) day in French
- One (1) session to be delivered on two (2) consecutive half-days in English

The Comprehensive one (1) Day OHS for Managers and Supervisors Training must address the following topics:

- Federal versus provincial regulatory jurisdiction for workplace health and safety in Canada
- The duties of the work place parties under the Canada Labour Code, Part II
- Scope and application of the Canada Occupational Health and Safety Regulations, and other regulations under the Canada Labour Code, Part II
- The enforcement, prosecution and penalty framework under the Canada Labour Code, Part II
- Job hazard analysis
- Hazard prevention
- Reacting and reporting accidents/incidents
- The importance of safety orientation

c) *Comprehensive one (1) Day Job Hazard Analysis Training* for up to 15 participants per session each to be delivered as follows:

- Two (2) sessions to be delivered in one (1) day in English
- Two (2) session to be delivered in one (1) day in French
- One (1) session to be delivered on four (4) consecutive half-days in English

The Comprehensive 1 Day Job Hazard Analysis Training must address the following topics:

- Regulatory requirements for hazard assessment;
- Formulation of suitable (JHA) procedures, and/or consistent methodologies;
- Performing accurate characterization of job tasks;
- Properly identifying key hazards in the workplace;
- Producing criteria to promote objective and reliable risk-ratings (resulting in consistent conclusions relating to task risks and adequacy of controls);
- The mechanisms to ensure consistency among multiple persons performing JHAs;
- Adequate data management systems and procedures.

d) *Comprehensive one (1) Day Accident/Incident Investigation Training* for up to 10 participants per session each to be delivered as follows:

- Two (2) sessions to be delivered in one (1) day in English
- Two (2) sessions to be delivered in one (1) day in French
- One (1) session to be delivered on four (4) consecutive half-days in English

The Comprehensive one (1) Day Accident/Incident Investigation Training must address the following topics:

- A practical approach to investigation workplace accidents
- Emphasis on finding the root cause(s)
- Conduct an Investigation
- Present findings
- Making effective recommendations
- Record keeping

e) *Comprehensive two (2) Days Safety Program Evaluator's Course Training* for up to 10 participants per session each to be delivered as follows:

- One (1) session to be delivered on two (2) consecutive days in English
- One (1) session to be delivered on two (2) consecutive days in French

The Comprehensive two (2) days Safety Program Evaluator's Course Training must address the following topics:

- A course for Safety Officers and committee members designed to teach how to conduct a Safety Program Audit.

7. Client Support

The Canada School of Public Service will provide a suitable training environment equipped with a multimedia projector, screen, flip charts, and videoconferencing facilities. The Contractor will be given access to these facilities one-half hour prior to start time.

8. Location of Work, Work site and Delivery Point

All training sessions will take place at the School's Asticou Centre, located at 241 de la Cité-des-Jeunes, Gatineau, Quebec. Regional staff will participate via videoconference, using CSPS videoconferencing facilities.

Training will take place at dates and times mutually agreeable to both parties. In case of cancellation, the CSPS will provide at least 24 hours of notice without being financially responsible.

9. Language of Work

The Contractor must ensure bilingual consultants to deliver the sessions (French and English). Regardless of the primary language of the session, consultants must be able to answer questions in either official language.

The Contractor must also provide a handout/workbook for each participant in the language of the participant's choice.

10. Special Requirements and/or Constraints

The Contractor should make every effort to ensure that all documents prepared or delivered are printed double-sided on Ecology certified recycled paper or on paper with equivalent post-consumer recycled content. To the full extent to which it is procurable.

11. Travel and Living

Any travel and living expenses related to the conduct of the Work are the sole responsibility of the Contractor. No travel or living expenses will be reimbursed under the resulting Contract.

ANNEX B – BASIS OF PAYMENT

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the Table 1 and complete line 1 and 3 from Table 2. In a resulting contract, the term "Bid" means the Supplier's commitment, the term "Bidder" means "Contractor".

Table 1 – Requirement and Contractor's Bid

Section A- Requirement			Section B – Contractor's Bid			
A	B	C	D	E	F	G
Item No	Courses	Number of sessions per year	Initial Contract Period (Firm Price* per session)	Option Period year 1 (Firm Price* per session)	Option Period year 2 (Firm Price* per session)	Extended Total * C x (D+E+F)
1	Comprehensive two (2) Days OHS Federal Work Place Committee Training	3	\$	\$	\$	\$
2	Comprehensive one (1) Day OHS for Managers and Supervisors Training	5	\$	\$	\$	\$
3	Comprehensive one (1) Day Job Hazard Analysis Training	5	\$	\$	\$	\$
4	Comprehensive one (1) Day Accident/Incident Investigation Training	5	\$	\$	\$	\$
5	Comprehensive two (2) days Safety Program Evaluator's Course Training	2	\$	\$	\$	\$
Table 1 – Total estimated value						\$



* Applicable taxes extra.

Table 2 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

Bid Evaluation and Contract Total	
1	Total Estimated Value (Bid) from Table 1* [to be removed at contract award] \$
2	Contract Price from Table 1* [applicable at contract award only] \$
3	Applicable Tax(es): [Indicate taxes, if applicable] \$
4	Total Estimated Cost (2+3): [applicable at contract award only] \$

* Applicable taxes extra.

ANNEX C - SECURITY REQUIREMENTS CHECK LIST

	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat <hr/> Security Classification / Classification de sécurité
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)		
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	CSPS	2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	CORP. SERVICES	
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail VENDOR TO PROVIDE OHS TRAINING AT ASTICOU		
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 checked="" type="checkbox"/> No / Non <input 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 type="checkbox"/> No / Non <input checked="" 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 type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
TBS/SC 350-103(2004/12)		
Security Classification / Classification de sécurité		



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

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui

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?
 Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document : No / Non Yes / Oui

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

ANNEX D- ELECTRONIC PAYMENT INSTRUMENTS

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

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