



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB E3C 2M6

Email - courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Fisheries and Oceans 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :



Title – Sujet Multi-Disciplinary Hydrographer Data Acquisition Theory Training Course		Date November 18, 2019
Solicitation No. – N° de l'invitation F5211-190549		
Client Reference No. - No. de référence du client FP845-190054		
Solicitation Closes – L'invitation prend fin At /à : 14:00 AST(Atlantic Standard Time)/ HAA (heure normale de l'Atlantique) On / le : December 5, 2019		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Michael Peters – Contracting Specialist Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

The work to be performed is in accordance with the Statement of Work at Annex A.

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 Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,300 for goods and under \$101,100 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at opo-boa@opo-boa.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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.

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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](#) (2019-03-04) 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 Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 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.

2.4 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

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

- Section I:** **Technical Bid** (one soft copy in PDF format)
Section II: **Financial Bid** (one soft copy in PDF format)
Section III: **Certifications** (one soft copy in PDF format)

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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

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.

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

Please see Annex C for details

4.1.1.2 Point Rated Technical Criteria

Please see Annex C for details

4.1.2 Financial Evaluation

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



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

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

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 an 70/30 ratio of technical merit and price, respectively. The total available point equals 25 and the lowest evaluated price is \$75.00 per hour (75).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		25/25	18/25	23/25
Bid Evaluated Price		\$120.00	\$90.00	\$75.00
Calculations	Technical Merit Score	$25/25 \times 70 = 70$	$18/25 \times 70 = 50.4$	$23/25 \times 70 = 64.4$
	Pricing Score	$75/120 \times 30 = 18.75$	$75/90 \times 30 = 25$	$75/75 \times 30 = 30$
Combined Rating		88.75	75.4	94.4
Overall Rating		2 nd	3 rd	1 st



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
 Title: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail: _____

5.1.3 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

- b) The status of the contractor (individual, unincorporated business, corporation or



partnership:

- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:
- _____
- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:
- _____

5.1.4 Electronic Payment of Invoices – Contract

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

- () MasterCard Acquisition Card;
() Direct Deposit (Domestic and International);

5.1.5 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.

Signature



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.

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory



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

- The Contractor/Offeror, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, MUST NOT access PROTECTED and/or CLASSIFIED information or assets.
- The Contractor/Offeror personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
- The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the DFO or the CISD/PWGSC.

6.2 Statement of Work

The Work to be performed is 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 March 20, 2020 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 four (4) additional one (1) year periods 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 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: Michael Peters
 Title: Contracting Specialist
 Department: Fisheries and Oceans Canada
 Directorate: Material and Procurement Services
 Address: 301 Bishop Drive, Fredericton NB, E3C 2M6
 Telephone: (506) 429-2359
 Facsimile: (506) 452-3676
 E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.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 (To be named at contract award)

The Project Authority for the Contract is:

Name: _____
 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 (To be named at contract award)

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 The Contractor will be paid in accordance with Annex B – Basis of Payment

6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

6.7.2 Limitation of Price

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.

6.7.3 Milestone Payments

SACC Manual Clause [H3010C](#) (2016-01-28), Milestone Payments

6.7.4 Electronic Payment of Invoices – Contract

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

- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);

6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-facturation.MPO@canada.ca
CC: AP Coder (inserted at contract award)



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 _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

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) **2010B** (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date at contract award*)

6.12 Procurement Ombudsman

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,300.00 for Goods and under \$101,100.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it,. With the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at opo-boa@opo-boa.gc.ca. You can also obtain more information on OPO services available to you on their website at www.opo-boa.gc.ca.

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

6.13 Insurance G1005C (2016-01-28)

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.



ANNEX "A" STATEMENT OF WORK

1.0 Scope

1.1. Objective:

The Canadian Hydrographic Service (CHS) requires qualified contractors to train staff on Data Acquisition (DA) theory. Specific requirements include: providing course materials and delivering a training course to a group of 20 - 50 CHS employees across the country.

The delivery of the DA theory course material must be delivered via WEBEX in both official languages and each session must be identical. In addition, course materials must be identical and in both official languages.

1.2. Background:

Fisheries and Oceans Canada's (DFO) Canadian Hydrographic Service is committed to recruiting, developing and retaining a highly-skilled and knowledgeable workforce in the field of Hydrography. As such, CHS offers a Multi-disciplinary Hydrographer (MDH) Professional Development and Apprenticeship Program (PDAP) in order to achieve and maintain the highest standard of skills and expertise of its employees.

Historically, the MDH Program consists of on-the-job learning interspersed with two formal training modules – the DA course and the Data Transformation (DT) course. Both of these formal courses include intensive theory course work as well as practical field training and other formal training courses on various issues related to hydrography. The CHS intends on separating the theory and the practical courses into two separate courses – one theory DA course and one practical DA course; as well as one theory DT course and one practical DT course; thereby now having four formal training modules.

The intent of the DA theory training course is to provide an understanding of the theory behind hydrographic DA and serve as a solid foundation to hydrographic surveying. In addition, the MDH Program has been developed to respond to new challenges, continuing evolution and changing technologies in the field of hydrography. It is designed to ensure a nationally consistent approach in the development and assessment of participants as well as coherent training that provides MDH Program participants with the depth and breadth of knowledge and experience necessary to become a working-level Multi-disciplinary Hydrographer (EG-05).

While CHS has in the past delivered all the training modules using in-house instructors and regional subject-matter experts. In recent years, an increase in the number of staff entering the MDH program as well as other priorities result in our in-house staff being unable to support the formal training courses. In order to adapt and respond to the evolving requirements for MDH training, CHS is seeking to hire a qualified contractor to teach data acquisition theories in order to support a DA practical course which is scheduled for March 23, 2020. Note: this contract is for the DA theory only which is to be completed before March 23, 2020.

In addition, CHS wishes to offer the opportunity for staff who already possess knowledge of DA theory to be exempt from this course by demonstrating their knowledge via successfully passing an exam.

During the first few weeks, the contractor will be tasked with developing and marking an exam for those trainees who wish to challenge the exam **instead** of completing the DA theory course. Those trainees who do not pass the challenge exam will be required to complete the DA theory course which the contractor will be responsible to develop, deliver and administer.



1.3. Terminology:

This section provides a glossary of acronyms and definitions of frequently used words contained in the SOW.

MDH - Multidisciplinary Hydrographer, a person trained in Data Acquisition (hydrography) and Data Transformation (cartography).

DA – Data Acquisition refers to the acquisition of hydrographic data during hydrographic field surveys.

DT – Data Transformation refers to the transformation of the hydrographic data, which is collected during the data acquisition process and transformed into charts and other reference materials for mariners and Industry.

Module – this is understood to be a component of the DA Theory course which comprises 7 modules (amount is subject to change pending review).

Course Materials – lesson plans and/or teaching materials for each module; course notes and/or reading materials for trainees; exercises, tests and exams (including answer key, as required); Certificate of Completion using CHS template.

2.0 Reference Documents:

2020 DA theory Course:

- ❖ **List of Course Modules and recommended allotted hours (5 days in total)**
- ❖ **Proposed schedule**

All materials will be provided via email.

3.0 Requirements:

The contractor will be tasked with developing, delivering and administering a DA Theory training course for 20 – 50 trainees from across Canada in both official languages. In addition, the contractor will be responsible for developing, administering and marking an exam in their language of choice for each trainee.

CHS will provide the contractor the course outline. The contractor will develop the course materials. All course materials are to be approved by CHS. Any adjustments made to the materials must be approved by CHS.

Course/material preparation, report preparation and any other required activity to complete the contractor's obligations under the contract will be conducted at the contractor's facility.

3.1 Scope of Work:

In the months leading to the first course delivery, the contractor will be required to develop the course materials as well as an exam. The contractor should also be prepared to modify and/or make changes to the course/exam content/materials as feedback is received and shared (by CHS employees). All changes will require CHS approval. All course materials should be vetted through designated CHS employees to ensure accuracy and obtain feedback.



3.2 Tasks:

Develop the DA Theory Course:

- I. The contractor will develop a draft DA Theory Course based on the outline provided by CHS.
- II. The contractor will work with CHS employees to ensure acceptance of CHS of the course materials.
- III. The contractor will make appropriate edits including additions/deletions based on the feedback of the CHS employees.
- IV. The course materials must be provided in both official languages and the information must be identical.

Develop the DA Theory Course Exam:

- I. The contractor will develop a draft DA Theory Course Exam which consists of at least 80 questions (subject to review).
- II. The exam must be representative of the material to be taught at the DA Theory Course.
- III. The exam must be provided in both official languages and the information must be identical.

Administer and deliver the DA Theory Course:

- I. The contractor will be responsible to administer and deliver three (3) separate DA Theory course within the time recommended by CHS (5 days in total per course).
- II. The DA Theory Course is to be taught in late January/February 2020 as mutual availability is determined.
- III. Modules must be taught in both official languages identically in unilingual WebEx sessions.

Administer and assess the DA Theory Course Exams:

- I. The contractor will be responsible to administer the DA Theory Course Exam.
- II. Each trainee will write an exam in their language of choice. They will be evaluated based on a subset of the 80 questions developed exam.
- III. Those trainees who choose to challenge the exam prior to the course will do so in December 2019/January 2020.
- IV. The contractor will assess each exam within 3 weeks of the date the exam is administered.

Optional Work Allowance

- I. The contractor may be required to provide an additional 75 hours of miscellaneous work that may arise as a result of course or exam delivery.

Additional Options

- I. The contractor may be asked for delivery of a second or third course delivery either identical or with improvements based on feedback in 2019-2020. This will take place in 2020-2021 or 2021-2022.
- II. The contractor may be asked to deliver the course again in 2023-2024 and biennially beyond.

3.3 Deliverables and Acceptance Criteria:

The contractor will deliver a DA Theory Course as well as an exam for 1 - 50 CHS employees. The exam will be representative of the information taught. All materials are to be developed in both official languages and must be identical.



Develop the DA Theory Course:

- I. The contractor will develop a draft DA Theory Course based on the outline provided by CHS.
- II. The contractor will ensure CHS acceptance prior to finalizing all documents.
- III. The contractor will make appropriate edits including additions/deletions based on the feedback of the CHS employees.
- IV. The course materials must be provided in both official languages and the information must be identical.

Develop the DA Theory Course Exam:

- I. The contractor will develop a draft DA Theory Course Exam which consists of at least 80 questions.
- II. The exam must be representative of the material to be taught at the DA Theory Course.
- III. The exam must be provided in both official languages and the information must be identical.

Administer and deliver the DA Theory Course:

- I. The contractor will administer and deliver the DA Theory course within the time recommended by CHS (5 days in total).
- II. The DA Theory Course is to be taught in late January/February 2020 as mutual availability is determined.
- III. Modules must be taught in both official languages identically in unilingual WebEx sessions which may be recorded.

Administer and assess the DA Theory Course Exams:

- I. The contractor will be responsible to administer the DA Theory Course Exam.
- II. Each trainee will write an exam in their language of choice. They will be evaluated based on a subset of the at least 80 questions developed exam.
- III. Those trainees who choose to challenge the exam prior to the course will do so in December 2019/January 2020. The results of these exams will be provided at least 2 weeks prior to the start of the DA Theory Course.
- IV. The contractor will assess each exam within 3 weeks of the date the exam is administered with the exception as noted in item III Above.

3.4 Constraints:

Environmental constraints:

- I. For the DA theory course, technical difficulties may be a factor in delivering via WebEx. Alternate dates must be provided in this case.

Relevant policies, standards and methodologies:

- I. The contractor must ensure that instructors and/or assistants are available to trainees during the entire training session. Feedback and follow-up clarification/information should be provided within 24 hours of receipt of inquiries.

Language requirements:

- I. The contractor and/or instructor must be able to deliver the course in both official languages (English and French) at an advanced level (see language grid at Appendix "A") seamlessly. In addition, the contractor must ensure that all materials, questions and conversations are delivered equally and identically.



Travel and living requirements:

- I. The Crown will not reimburse the Contractor for any travel and/or living expenses as part of this Contract.
- II. The contractor will be responsible for its own office space that can support WebEx technology.

3.5 Support Provided by Canada:

The CHS will provide:

- List of course modules to be taught with recommended time frame.
- List of trainees/participants from across CHS Nationally.

3.6 Timeframe and Delivery Dates:

Timeframe	Deliverables	Dates
Weeks 5 - 8: Develop draft DA Theory Course materials including final exam.	<ul style="list-style-type: none"> • Draft DA Theory Course content. • At least 80 final exam questions (subject to review) representative of the DA Theory Course content. 	<ul style="list-style-type: none"> • Approximately 13 weeks prior to the final course delivery.
December 2019/January 2020: Administer Final Exam to those who wish to challenge the exam.	<ul style="list-style-type: none"> • Administer the writing of a final exam. • Mark 1 - 50 final exams for those who wish to be exempt from the DA Theory Course. 	<ul style="list-style-type: none"> • Approximately 9-10 weeks prior to the final course delivery. • Within 3 weeks of writing the exam.
January/February 2020: Administer and deliver the DA Theory Course and Final Exam.	<ul style="list-style-type: none"> • Course delivery to 20 - 50 trainees. • Mark 20 – 50 final exams. • Provide CHS-HQ with final marks and completion certificates for successful trainees. 	<ul style="list-style-type: none"> • Course is to be delivered via scheduled WebEx to 20 - 50 trainees across the country in separate sessions such training is delivered in full day increments. • Within 3 weeks of completion of course.



Appendix 'A'

LANGUAGE:

One of two proposed resources must be fluent in English and French. Fluent is defined as Written, Verbal, and Comprehension at the advanced level. Please see below legend.

Legend	Oral	Comprehension	Written
Basic	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> ask and answer simple questions; give simple instructions; and give uncomplicated directions relating to routine work situations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> fully understand very simple texts; grasp the main idea of texts about familiar topics; and read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> sustain a conversation on concrete topics; report on actions taken; give straightforward instructions to employees; and provide factual descriptions and explanations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> grasp the main idea of most work-related texts; identify specific details; and distinguish main from subsidiary ideas. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> support opinions; and understand and express hypothetical and conditional ideas 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> understand most complex details, inferences and fine points of meaning; and have a good comprehension of specialized or less familiar material. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> write texts where ideas are developed and presented in a coherent manner.



ANNEX "B" BASIS OF PAYMENT

The Contractor will be paid in accordance with the following basis of payment for all professional services.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

* The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the Contract will be consistent with this data.

Firm Year 1 – From Contract Award to March 31, 2020. DA Theory course and exam development, delivery of finalized DA Theory Course (includes corrections of exams, exercises/assignments and delivery of final marks)

Milestone	Description	Timeline	Deliverables	Estimated Quantity*	Estimated Price Per Unit	Estimated Total Cost:
1	Develop the DA Theory Course and final exam which consists of at least 80 questions in both official languages	Within 2 months of contract award	DA Theory Course materials and exam questions	1	\$	\$
2	Delivery of DA Theory Course to 20 - 50 trainees nationally in both official languages. Each course being 5 nonconsecutive full day sessions.	January/February 2020	Course is delivered via WebEx	3	\$	\$
3	Administering and marking of DA Theory Course final exams (subset of at least 80 questions) to 1 - 50 trainees Nationally in both official languages	Within 3 weeks of writing the exam	Final marks and certificates are sent to HQ	50	\$	\$
	Total price					\$



Option Year 1 – From April 1, 2020 to March 31, 2021. Delivery of DA Theory course (includes administering and marking challenge exam, correction of final exam and delivery of final marks)

Milestone	Description	Timeline	Deliverables	Estimated Quantity*	Estimated Price Per Unit	Estimated Total Cost:
1	Delivery of second DA Theory course and final exam marking for 1 – 50 trainees nationally. Three separate courses nationally in both official languages. Each course being 5 nonconsecutive full day sessions.	Aiming for winter 2020-21	Final marks and certificate are sent to HQ	1	\$	\$
2	Modification and changes to courses as required	As necessary throughout the year	Updated electronic documents	1	\$	\$
3	Administering and marking of DA Theory Course final exams (subset of at least 80 questions) to 1 - 50 trainees Nationally in both official languages	Within 3 weeks of writing the exam	Final marks and certificates are sent to HQ	50	\$	\$
4	Optional work allowance; up to 75 hours per year for miscellaneous work	As necessary throughout the year	Miscellaneous work as requested by CHS	75	\$	\$
	Total price					\$



Option Year 2 – From April 1, 2021 to March 31, 2022. Continuation of delivery of DA Theory courses on as an required basis

Milestone	Description	Timeline	Deliverables	Estimated Quantity*	Estimated Price Per Unit	Payment Value
1	Option to deliver additional DA Theory course if and as required for 1 – 50 trainees nationally. Each course being 5 nonconsecutive full day sessions.	As requested but no more than 1 course	Final marks and certificate are sent to HQ	1	\$	\$
2	Administering and marking of DA Theory Course final exams (subset of at least 80 questions) to 1 - 50 trainees Nationally in both official languages	Within 3 weeks of writing the exam	Final marks and certificates are sent to HQ	50	\$	\$
3	Optional work allowance; up to 75 hours per year for miscellaneous work	As necessary throughout the year	Miscellaneous work as requested by CHS	75	\$	\$
	Total price					\$

Option Year 3 – From April 1, 2022 to March 31, 2023 – Continuation of delivery of DA Theory courses on as an required basis

Milestone	Description	Timeline	Deliverables	Estimated Quantity*	Estimated Price Per Unit	Payment Value
1	Option to deliver additional DA Theory course if and as required for 1 – 50 trainees nationally. Each course being 5 nonconsecutive full day sessions.	As requested but no more than 1 course	Final marks and certificate are sent to HQ	1	\$	\$
2	Administering and marking of DA Theory Course final exams (subset of at least 80 questions) to 1 - 50 trainees Nationally in both official languages	Within 3 weeks of writing the exam	Final marks and certificates are sent to HQ	50	\$	\$
3	Optional work allowance; up to 75 hours per year for miscellaneous work	As necessary throughout the year	Miscellaneous work as requested by CHS	75	\$	\$
	Total price					\$



Option Year 4 – From April 1, 2023 to March 31, 2024 – Continuation of delivery of DA Theory courses on as an required basis

Milestone	Description	Timeline	Deliverables	Estimated Quantity*	Estimated Price Per Unit	Payment Value
1	Option to deliver additional DA Theory course if and as required for 1 – 50 trainees nationally. Each course being 5 nonconsecutive full day sessions.	As requested but no more than 1 course	Final marks and certificate are sent to HQ	1	\$	\$
2	Administering and marking of DA Theory Course final exams (subset of at least 80 questions) to 1 - 50 trainees Nationally in both official languages	Within 3 weeks of writing the exam	Final marks and certificates are sent to HQ	50	\$	\$
3	Optional work allowance; up to 75 hours per year for miscellaneous work	As necessary throughout the year	Miscellaneous work as requested by CHS	75	\$	\$
	Total price					\$



ANNEX "C" EVALUATION CRITERIA

Corporate Mandatory Criteria:

The Bidder must meet all mandatory criteria listed. Any bid not meeting any one of the mandatory criteria below will be deemed non-compliant and will not be given further consideration.

Bidder must submit the charts below in their bid submission, cross referring in the bid proposal where the information/proof can be found.

Ite	Mandatory Requirement	Reference to Bidder's Proposal
CM1	<p>The Contractor must submit a Management Plan demonstrating how the Contractor proposes to provide the services described in the Statement of Work.</p> <p>The plan must contain at a minimum the following information:</p> <ul style="list-style-type: none"> a) Description of the services to be provided and the documentation to be produced; b) Description of the Bidder's organization and the roles and responsibilities of each person; c) List of risks in delivering the services to CHS and their mitigation strategy; d) Description of the quality assurance measures that will be implemented to ensure quality of services. 	
CM2	<p>The Contractor must have provided training services to clients in English and in French during the last sixty (60) months.</p> <p>To demonstrate this experience, Contractor shall submit a summary of their experience of having provided two (2) courses in French and two (2) courses in English or 4 bilingual courses containing the following information for each project:</p> <ul style="list-style-type: none"> a) Project Name, language of the services; b) Description of the Bidder's responsibilities; c) Project duration in terms of starting and ending dates; d) Client name; e) The name and telephone number of the client contact who knows the Bidder's work and that can be reached during the evaluation period to validate the information provided. <p>* The same courses delivered multiple times can be considered as separate courses.</p>	



MANDATORY REQUIREMENTS:

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered. Proposals not meeting the mandatory criteria will be excluded from further consideration.

Lead Resource Name: _____ Resource Two Name: _____		
No.	ITEM	Proposal Page# (Bidder to Complete)
M1	The proposed lead resource overseeing the trainers must have a valid certification in Cat B Hydrography (S-5). Photocopied certificate must accompany the bid in order to be considered for the evaluation.	
M2	Each proposed resources must have 12 months of experience as a trainer in a related field. Please demonstrate this through providing proposed resources resumes. Each training project must include: a) Project Name, language of the services; b) Description of the Bidder's responsibilities; c) Project duration in terms of starting and ending dates; d) Client name; e) The name and telephone number of the client contact who knows the Bidder's work and that can be reached during the evaluation period to validate the information provided.	
M3	Bidder to specify language competency of each resource.	



RATED CRITERIA

Lead Resource Name: _____ Resource Two Name: _____				
No.	Rated Criteria	Max Points	Evaluation Grid	Proposal Page# (Bidder to Complete)
R1	<p>The Contractor must possess a network of two (2) qualified resources that can fulfill the role of course Instructor / Subject Matter Expert as defined in the Statement of Work. Each proposed resource must have experience in design, development or delivery of professional development training courses as defined in the Statement of Work, during the last seventy two (72) months.</p> <p>For each identified individual, Bidders must provide:</p> <ul style="list-style-type: none"> a) Individual Name, b) Individual's education, c) Individual's language of work, d) Description of the individual's experience, e) List of courses designed, developed or delivered, description of the relevancy of the individual's qualifications to the services described in the Statement of Work. f) Project duration in terms of starting and ending dates; g) Client name; h) The name and telephone number of the client contact who knows the Bidder's work and that can be reached during the evaluation period to validate the information provided. 	<p>/10 points maximum (5 points per resource)</p>	<p>1 to 18 months of experience = One (1) point. 19 to 30 months of experience = Three (3) points. 31 months+ experience = Five (5) points.</p>	



No.	Rated Criteria	Max Points	Evaluation Grid	Proposal Page# (Bidder to Complete)
R2	<p>The Contractor must have delivered training courses as defined in the Statement of Work, during the last one hundred and twenty (120) months. Each course must consist of teaching technical or scientific information to a group of between 10 to 30 participants. The same courses delivered multiple times can be considered as separate courses.</p> <p>To demonstrate this experience, Bidders shall submit a summary of their experience by providing the following information for each course:</p> <ul style="list-style-type: none">a) Course title, topics, content and duration;b) Description of the Bidder's responsibilities;c) Project duration in terms of starting and ending dates;d) Client name;e) The name and telephone number of the client contact who knows the Bidder's work and that can be reached during the evaluation period to validate the information provided.	/5	<p>1 to 2 training courses = One (1) point. 3 to 4 training courses = Three (3) points. 5+ training courses = Five (5) points.</p>	
	Total Score	/15		