



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Pacific Region  
401 - 1230 Government Street  
Victoria, B.C.  
V8W 3X4  
Bid Fax: (250) 363-3344

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> NTDC - Learning Services Support	
<b>Solicitation No. - N° de l'invitation</b> W0103-208548/A	<b>Date</b> 2019-12-19
<b>Client Reference No. - N° de référence du client</b> W0103-208548	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-258-7896	
<b>File No. - N° de dossier</b> VIC-9-42045 (258)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-01-29</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cowie, Angela	<b>Buyer Id - Id de l'acheteur</b> vic258
<b>Telephone No. - N° de téléphone</b> (250) 217-2150 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE See herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

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

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**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION ..... 3**

1.1 INTRODUCTION.....3

1.2 SUMMARY .....3

1.3 DEBRIEFINGS .....4

**PART 2 - BIDDER INSTRUCTIONS ..... 4**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....4

2.2 SUBMISSION OF BIDS.....4

2.3 FORMER PUBLIC SERVANT.....5

2.4 ENQUIRIES – BID SOLICITATION .....6

2.5 APPLICABLE LAWS.....6

2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD .....6

2.7 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY .....6

2.8 FOREIGN NATIONALS (CANADIAN CONTRACTOR) .....7

**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.....9

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 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS..... 11**

6.1 SECURITY REQUIREMENTS .....11

**PART 7 - RESULTING CONTRACT CLAUSES ..... 12**

7.1 STATEMENT OF WORK.....12

7.2 STANDARD CLAUSES AND CONDITIONS.....14

7.3 SECURITY REQUIREMENTS .....16

7.4 TERM OF CONTRACT .....17

7.5 AUTHORITIES .....17

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....18

7.7 PAYMENT .....18

7.8 INVOICING INSTRUCTIONS .....19

7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....20

7.10 APPLICABLE LAWS.....20

7.11 PRIORITY OF DOCUMENTS .....20

7.12 DEFENCE CONTRACT .....20

7.13 FOREIGN NATIONALS (CANADIAN CONTRACTOR) .....20

7.14 INSURANCE .....20

**ANNEX A ..... 21**

STATEMENT OF WORK .....21

**ANNEX B ..... 30**

BASIS OF PAYMENT .....30

Solicitation No. - N° de l'invitation  
W0103-208548/A  
Client Ref. No. - N° de réf. du client  
W0103-208548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

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<b>ANNEX C</b> .....	<b>42</b>
SECURITY REQUIREMENTS CHECK LIST .....	42
<b>ANNEX D</b> .....	<b>43</b>
TECHNICAL EVALUATION .....	43
<b>ANNEX E TO PART 3 OF THE BID SOLICITATION</b> .....	<b>63</b>
ELECTRONIC PAYMENT INSTRUMENTS .....	63
<b>ANNEX F TO PART 5 OF THE BID SOLICITATION</b> .....	<b>64</b>
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION .....	64
<b>ANNEX G</b> .....	<b>65</b>
DND626 TASK AUTHORIZATION FORM.....	65

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the DND 626 Task Authorization Form and any other annexes.

### 1.2 Summary

- 1.2.1 The Department of National Defence (DND) namely, the Royal Canadian Navy (RCN) has a requirement for learning services in accordance with the Learning Services Supply Arrangement E60ZH-1800LS at Canadian Forces Base Esquimalt, British Columbia to analyze RCN training and provide recommendations for distributed learning for a period of up to 5 years.
- 1.2.2 In accordance with the Learning Services Supply Arrangement only vendors holding a Learning Services Supply Arrangement E60ZH-1800LS with the required resource categories and levels are invited to submit a bid proposal.
- 1.2.3 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, 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.
- 1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity – Certification.
- 1.2.5 This bid solicitation allows Bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

It is the responsibility of the Bidder to ensure that all amendments issued prior to solicitation closing have been obtained and addressed in the submitted bid.

Bidders intending to submit bids should obtain solicitation documents from the Government Electronic Tendering System (GETS) at <https://buyandsell.gc.ca/procurement-data/tenders>.

The Government of Canada is not responsible for any tender notices and/or related documents and attachments not accessed directly through [Buyandsell.gc.ca/tender](https://buyandsell.gc.ca/tender). Amendments, when issued, will be available on GETS. Bidders basing their submissions on solicitation documents obtained from other sources do so at their own risk.

For further information, please refer to the solicitation documents.

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) 2019-03-04 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: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. Bidders must submit their bids to the following location:

Bid Receiving  
Public Works and Government Services Canada

Pacific Region  
401 – 1230 Government Street  
Victoria B.C.  
V8W 3X4

[TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the Bidder is using its own licensing agreement for epost Connect.

Facsimile number: 250-363-0395

### 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

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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 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

#### **2.5 Applicable Laws**

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

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

#### **2.6 Improvement of Requirement During Solicitation Period**

Should Bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

#### **2.7 Basis for Canada's Ownership of Intellectual Property**

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

- statutes, regulations or prior obligations of Canada to a third party or parties preclude Contractor ownership of the Intellectual Property Rights in Foreground Information.

## 2.8 Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

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

Section I: Technical Bid (3 hard copies)  
Section II: Financial Bid (2 hard copies)  
Section III: Certifications (1 hard copies)  
Section IV: Additional Information (1 hard copies)

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.

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

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

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

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

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

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

### **Section I: Technical Bid**

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

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

### **Section II: Financial Bid**

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

#### **3.1.2 Electronic Payment of Invoices – Bid**

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

If Annex E 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.

### **Section III: Certifications**

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

### **Section IV: Additional Information**

#### **3.1.3 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

**3.1.3.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**3.1.3.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

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

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

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

### 4.2 Basis of Selection

#### 4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria;
  - c. obtain the required minimum points in each of the technical evaluation criteria which are subject to point rating; and
  - d. obtain the required minimum of 191 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 476 points.
2. Bids not meeting a. or b. or c. or d. will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)			
	Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	115/135 x 60 = 51.11	89/135 x 60 = 39.56
		92/135 x 60 = 40.89	

Solicitation No. - N° de l'invitation  
W0103-208548/A  
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W0103-208548

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W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

	<b>Pricing Score</b>	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all Bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](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 specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property 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#>).

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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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Annex F, titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Status and Availability of Resources**

*SACC Manual* clause [A3005T](#) 2010-08-16 Status and Availability of Resources

#### **5.2.3.2 Education and Experience**

*SACC Manual* clause [A3010T](#) 2010-08-16 Education and Experience

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - 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 7 - 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;
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](#) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.1 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### **7.1.2 Task Authorization**

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

##### **7.1.2.1 Task Authorization Process**

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

##### **7.1.2.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$50,000.00, applicable Taxes included, inclusive of any revisions.

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

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### 7.1.2.3 Task Authorization Limitation of Expenditure

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

### 7.1.2.4 Canada's Obligation - Portion of the Work - Task Authorizations

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

### 7.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

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

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

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fourteen (14) calendar days after the end of the reporting period.

#### Reporting Requirement- Details

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

#### For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;

- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

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

### 7.1.2.6 Task Authorization - Department of National Defence

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

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

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

Section 08 – Replacement of Specific Individuals, of 2035 (2018-06-21) General Conditions – Higher Complexity – Services is deleted and replaced with the following:

- a. if the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within 5 working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within 10 working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
  - i. the name, qualifications and experience of a proposed replacement immediately available for Work; and
  - ii. security information on the proposed replacement as specified by Canada, if applicable.

Any assessment of the information provided will occur as per b (i) below.

- b. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
  - i. exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled "Default of the Contractor";
  - ii. or assess the information provided under a (i) and a (ii) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in b (i) above, or require the Contractor to propose another replacement within five working days' notice.

c. Where an Excusable Delay applies, Canada may require a (ii) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

d. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

e. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

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

With respect to Section 30 - Termination for Convenience, of 2035 (2018-06-21) General Conditions - Higher Complexity - Services, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

04) The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

05) Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

- i) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination; or
- ii) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

06) The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

### **7.2.2 Professional Services**

a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

b) If the Contractor fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within 10 working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

### **7.2.3 Reorganization of Client**

The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its

merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

#### **7.2.4 No Responsibility to Pay for Work not performed due to Closure of Government Offices**

a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

#### **7.2.5 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

#### **7.2.6 Joint Venture Contractor**

The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: (list all the joint venture members named in the Contractor's bid). With respect to the relationship among the members of the joint venture Contractor, each member agree, represents and warrants (as applicable) that:

- a) \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has full authority to act as agent for each member regarding all matters relating to the contract;
- b) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- c) all payments made by Canada to the representative member will act as a release by all the members.

All the members agree that Canada may terminate the contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the work in any way.

##### **Note to supplier**

this article will be deleted if the supplier awarded the contract is not a joint venture. If the supplier is a joint venture this clause will be completed with the data provided in its bid.

### **7.3 Security Requirements**

**7.3.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

#### **7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures**

**7.3.2.1** Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**7.3.2.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to January 31, 2022 inclusive.

### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) 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 ninety (90) 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.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Angela Cowie  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Commercial Acquisitions Pacific Region  
Address: 1230 Government Street, Suite 407  
Victoria, BC V8W 3X4

Telephone: 250-217-2150  
Facsimile: 250-363-0395  
E-mail address: [angela.cowie@tpsgc-pwgsc.gc.ca](mailto:angela.cowie@tpsgc-pwgsc.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.

### **7.5.2 Technical Authority**

*To be filled in at contract award.*

The Technical Authority for the Contract is:

Solicitation No. - N° de l'invitation  
W0103-208548/A  
Client Ref. No. - N° de réf. du client  
W0103-208548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

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Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical 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 Technical Authority; however, the Technical 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.

### 7.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 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.

### 7.7 Payment

#### 7.7.1 Basis of Payment – Firm Price

For the Work described in Sections 4.1, 4.3, 4.4, 4.5, 4.6, 5.0 and 6.0 of the statement of work to which this basis of payment applies of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$\_\_\_\_\_ (*insert the firm fixed amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

#### 7.7.2 Task Authorizations - Basis of payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of

payment, in Annex B as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

### **7.7.3 Task Authorization - Travel and Living Expenses - National Joint Council Travel Directive**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

Estimated Cost: \$ \_\_\_\_\_.

### **7.7.4 Monthly Payment**

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

### **7.7.5 Electronic Payment of Invoices – Contract**

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

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

### **7.7.6 Time Verification**

SACC Manual clause [C0711C](#) (2008-05-12) Time Verification

## **7.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.  
Each invoice must be supported by a copy of the release document and any other documents as specified in the Contract.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

\_\_\_\_\_ *(Insert the name of the organization)*

\_\_\_\_\_ *(Insert the address of the organization)*

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled Authorities of the Contract.

## 7.9 Certifications and Additional Information

### 7.9.1 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.

### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 7.10 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 or the applicable laws selected Canada in the RFP Part 2 Bidder Instructions)*.

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2018-06-21) Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated \_\_\_\_\_, *(insert date of bid)*

### 7.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

### 7.13 Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

### 7.14 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

## **ANNEX A**

### **STATEMENT OF WORK**

#### **1.0 PURPOSE**

The Department of National Defence (DND) namely, the Royal Canadian Navy (RCN) has a requirement for learning services in accordance with the Learning Services Supply Arrangement E60ZH-1800LS at Canadian Forces Base Esquimalt, British Columbia.

#### **2.0 BACKGROUND**

The RCN has mandated the integration of Technology Enabled Learning (TEL) throughout training in a continuing effort to enhance the quality of professional development. The RCN encourages the importance of using high quality multimedia assets, in addition to other traditional training aids, to deliver course material wherever appropriate.

The RCN's Technical Trades have recently created a new trade called Marine Technician (MAR TECH) Specialist within Marine Systems Engineering (MSE) Division.

The MAR TECH Leading Seaman (LS): Mechanical Specialist is a RCN entry level position for the Leading Seaman Trade. The work is performed in a ship and shore environment in support of the sea element.

The primary responsibilities of the LS Mechanical Specialist are to:

- perform preventative and corrective maintenance on prime movers, propulsion, ancillary, auxiliary, damage control and firefighting equipment and systems, and hotel services;
- be an advanced damage control / marine firefighting specialist;
- perform as a member of the helicopter crash rescue firefighting team in all positions (excluding landing pad control-FLYCO) during emergency and regular flying stations and;
- use portable/forced entry tools.

The LS Mechanical Specialist needs to possess the ability to extract persons from shipborne aircraft and other difficult areas, perform applicable first aid as required, perform gas free testing for confined space entry and hot work, and be a fabrication specialist.

The main tasks of the LS Mechanical Specialist are to:

- conduct marine systems engineering mechanical preventive and corrective maintenance through material fabrication activities;
- resolve engine operating deficiencies and have involvement in investigating various technical issues including witnessing trials and sighting deficiencies;

#### **3.0 APPLICABLE DOCUMENTS**

The following documents form part of the work. All other document references are to be considered as supplemental information only. Unless otherwise specified, the issue or amendment of documents effective for this SOW must be those in effect on the date of Contract Award. In the event of a conflict between the documents referenced herein and the contents of the SOW, the contents of the SOW must take precedence.

#### **3.1 MAR TECH LS Mechanical Specialist Trade: Qualification Standard and Plan (QSP).**

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The Contractor must use the Qualification Standard and Plan (QSP) as the foundation document that is related to the work.

The Unique Specialty Qualification (USQ): MAR TECH LS Mechanical Specialist QSP document consists of 15 Performance Objectives (POs) encompassing a total of 55 Enabling Objectives (EOs) (refer to QSP – Annex D – Scalars for a snapshot overview). Each EO is further delineated into trainee-student requirements, courseware-lesson plan requirements, teaching points, and sub-teaching points called an EO package. The document also includes: EO achievement standards and courseware “estimated” instruction time requirements, instructional strategies coupled with assessment strategies and, envisioned and proposed training aids.

### **3.2 TEL List**

## **4.0 REQUIREMENTS**

### **4.1 Firm Work Requirement**

The Contractor must develop and deliver an analysis of the RCN’s MAR TECH LS Mechanical Specialist training courseware and existing teaching aids, and provide recommendations for improvement(s) and analysis.

Recommendations are required for TEL teaching aides to teach core competencies and assess student performance in accordance with the POs, EOs, Performance Checklists (PCs), and Enabling Checklists (ECs) contained in the QSP for the USQ LS Mechanical Specialist Trade.

### **4.2 Task Authorization Work Requirement**

In addition, on an as and when requested basis, the RCN has similar requirements for training courseware analysis as described in this SOW within other Naval Training and Development Centre (Pacific) - (NTDC) (P) trades, such as but not limited to Command and Leadership and Combat Systems Engineering.

### **4.3 Project Management Plan**

The Contractor must prepare a detailed Project Management Plan that describes the overall approach to managing activities throughout the project lifecycle. This Plan must include an outline of the key activity elements presented via an over-arching Program of Works, a Work Breakdown Structure, and a Project Schedule.

### **4.4 USQ LS Mechanical Specialist TEL Review Plan**

The Contractor must develop and deliver a USQ LS Mechanical Specialist TEL Analysis Plan for the analysis of all teaching aids (TEL) products in relation to the QSP.

Each TEL analysis must include the following:

1. The TEL identifying name and/or number as applicable;
2. The TEL stated POs and EOs;
3. Analysis of TEL aid’s deficiencies to meet desired POs and EOs;
4. Analysis of the impact/ relevance of the TEL product in relation to anticipated learning outcome;
5. Summary statement of the TEL products’ correlation to the specified (EOs);
6. The Contractor must analyze user interface and context for all TEL products; and

7. Analysis of the TEL products functionality of existing Sharable Content object Reference Model (SCORM)-compliant, IMI, TEL products in conformance with established courseware delivery timeframes, including but not limited to:
  - a. illustrations
  - b. images (enhancements)
  - c. motion graphics/animations
  - d. interactive activities
  - e. 1 to 5-minute video clips (# of clips depending on the requirements)
  - f. Simulation products
  - g. Scripts
  - h. Storyboards

#### **4.4.1 TEL Options Analysis**

The Contractor must undertake and deliver a comprehensive review of the QSP PO and EO Lesson Packages including but not limited to comments and context for the analysis of TEL used as teaching aids.

The Contractor must analyze TEL teaching aids using the DND-approved USQ LS Mechanical Specialist TEL Review Plan.

The Contractor must develop and deliver an options analysis on each TEL teaching aid. The Contractor must include existing TEL teaching aid enhancements, a distributive learning TEL option for remote location use, new custom TEL options and commercial-off-the-shelf TEL options as proof of concept in the application of all TEL recommendations. The Contractor must include the following as part of each analysis:

1. Business case including cost to usage over time, lifecycle costs and updating/maintenance costs;
2. Highlight and validate option(s) that meet other POs within the RQ OS training;
3. Highlight and validate all options that align with the Future Naval Training System Strategy;
4. Highlight and validate all options strengths and challenges and include risk analysis with risk mitigations as they relate to acquisition and usage;
5. Highlight and validate all options for optimal user interface and context for all recommended TEL products.

#### **4.5 USQ LS Mechanical Specialist TEL Review Report**

The Contractor must develop, prepare and deliver, in writing the USQ LS Mechanical Specialist TEL Review Report including the findings from their USQ LS Mechanical Specialist QSP review that highlight the following:

1. Identify outcomes of the USQ LS Mechanical Specialist QSP Analysis.
2. Summary of TEL Options Analysis for each QSP PO-EO that includes all options.
3. TEL- based observations and recommendations for the USQ LS Mechanical Specialist training stream's Enabling Check lists, Performance Check lists, and ancillary student assessment products.
4. A summary that highlights critical observations and recommendation.

#### **4.6 Meetings**

##### **4.6.1 Kick off Meeting**

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The Contractor must arrange a kick-off meeting to take place at Canadian Forces Base Esquimalt at a mutually agreeable date and time. The Contractor must be physically present, including as a minimum, the key personnel proposed in their bid.

The kick-off meeting agenda must include as a minimum:

1. the identifying of all meeting participants;
  2. the introduction of the Technical Authority;
  3. the Contracting Authority, as chair and the Contractor's Representative as co-chair,
- review:

- the entirety of the Contract, including its annexes;
- the Contractor's bid;
- the draft Project Management Plan provided with the Contractor's bid and;
- Roundtable.

The draft Project Management Plan will be subject to the Technical Authority's review comments at the kick-off meeting and must be revised in accordance with those comments before acceptance as a deliverable.

The kick-off meeting minutes must be recorded by the Contractor and provided to Canada in accordance with sub-section 5.7

The PSPC Contracting Authority will chair the kick-off meeting and the Contractor's Representative will co-chair the meeting.

#### **4.6.2 Progress Review Meetings**

The Contractor must arrange progress review meetings to take place at mutually agreeable dates and times in accordance with the Basis of Payment, Annex B Table B1: the Firm Fixed Work Payments. The Contractor may physically attend progress review meetings but as a minimum attend via teleconference or videoconference, as applicable.

The progress review meeting agenda must include as a minimum, identification of all meeting participants, review of the agenda, review and acceptance of the minutes from the previous meeting, review and discussion of Progress Report content, discussion of invoicing and payments status, review of action items resulting from the current progress review meeting, scheduling next meeting(s) including technical review meetings, as required and roundtable.

The progress review meeting minutes must be recorded by the Contractor and provided to Canada in accordance with sub-section 5.7.

The DND Technical Authority will chair the progress review meetings and the Contractor's Representative will co-chair.

Canada may require the Contractor to physically attend progress review meetings on an as and when requested basis. Travel and living expenses associated with these requirements will be managed in accordance with the task authorization processes and charged in accordance with this Contract. The Contractor must prepare a quote and have approval from the DND Technical Authority.

### 4.6.3 Technical Meetings

At the request of the Contractor or Canada technical meetings must be arranged by the Contractor at mutually agreeable dates and times. The Contractor may physically attend technical meetings but as a minimum attend via teleconference or videoconference, as applicable.

The technical meeting agenda must include as a minimum, identification of all meeting participants, review of the agenda, review and acceptance of the minutes from the previous meeting, review and status of any action items from the previous meeting, technical topic(s) and technical decision points, review of action items resulting from the current technical meeting, scheduling next meetings, as required and roundtable.

The technical meeting minutes must be recorded by the Contractor and provided to Canada in accordance with sub-section 5.7.

The parties may decide the meeting chair by mutual consent.

Canada may require the Contractor to physically attend technical meetings on an as and when requested basis. Travel and living expenses associated with these requirements will be managed in accordance with the task authorization processes and charged in accordance with this Contract. The Contractor must prepare a quote and have approval from the DND Technical Authority.

## 5.0 DELIVERABLES

The Contractor must provide all deliverables in English.

The Contractor must provide any illustrations, teaching and learning documents, images, animations, audio files and videos being reviewed to support the recommendations for the teaching aids, in a format that is compatible with Microsoft Office Suite 2013 products or Windows 10 Enterprise Operating System in accordance with the Learning Support Centre e-Learning Development Standards.

The Contractor must provide the videos to DND on a DVD containing multiple resolutions.

The Contractor must recommend all Teaching Aids and TEL that may be developed as stand-alone assets that can be packaged and used to re-support other learning experiences in various courses produced by the RCN, and must also be capable of being uploaded into a military-provided learning object repository for use in a variety of Sharable Content Object Reference Model (SCORM) compliant platforms.

### 5.1 Project Management Plan

The Contractor must prepare and deliver a comprehensive Project Management Plan. The Plan must include the following documents and must comply with Project Management Institute Principles:

#### 5.1.1 Programs of Work:

The Programs of Work (POW) must cover and identify all Work requirements in a framework chart and descriptive format that provides a mechanism to gauge work activity and Contractor performance. The Programs of Work must provide a strategic overall workflow view of the

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Project's scope and delivery process incorporating deliverables. The POW must include both Contractor and DND Subject Matter Experts (SMEs) where applicable.

#### **5.1.2 Work Breakdown Structure (WBS):**

The WBS must form the content basis of the Programs of Work framework process and be compatible with Annex B: Basis of Payment Table B1, Payment Item 1. The WBS must describe the Contractor's delivery approach for each requirement in the Programs of Work strategic review, validation and recommendations process.

#### **5.1.3 Project Schedule:**

The Contractor must stipulate how they intend to adhere to Annex B: Basis of Payment Table B1, Payments as listed, via a Project Schedule that clearly outlines compliance with the timeframe in which the Contractor needs to achieve the work. The Project Schedule must be updated by the Contractor following each progress and deliverable review and subsequent approval by the Technical Authority.

### **5.2 USQ LS Mechanical Specialist TEL Review Plan**

The Contractor must provide a detailed description of the approach, methodology, and quality assurance mechanisms for undertaking the Lesson Plan and supporting teaching aide/TEL review.

### **5.3 USQ LS Mechanical Specialist TEL Review Report Draft**

The Contractor must provide a USQ LS Mechanical Specialist TEL Review Report that details the specific learning outcomes for associated USQ LS Mechanical Specialist QSP-specific Enabling Objectives (EOs) and Performance Objectives (POs). The intent would be to provide TEL aspects that could also be applied for other POs and EOs throughout the USQ LS Mechanical Specialist training content.

#### **5.3.1 QSP Content Descriptions**

**Note:** The following list reflects the QSP required training components in support of teaching courseware for the USQ LS Mechanical Specialist training stream.

- a. Microsoft PowerPoint presentations, to support lessons;
- b. Lesson plans, as described by the client;
- c. Instructors' notes;
- d. Student handouts;
- e. Teaching Aids;
- f. Student study materials;
- g. Scenarios and course context examples;
- h. Student Assessment Tools including Performance Checks (PCs) and Enabling Checks (ECs).
- i. Homework assignments

**5.3.1.1** Each EO Lesson Package incorporates Performance checks and Teaching Aids, and assessment tools (Enabling and Performance Checks) for each EO and PO contained in the QSP: Annex K – Assessment Plan.

**5.3.1.2** The courseware is designed to deliver individual training and ensure that students achieve the required performance level for specific operation and maintenance functions and tasks, as outlined in specific lesson plans within the QSP.

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- 5.3.1.3** The courseware currently incorporates simulation, where viewed as practical, and utilizes current and envisioned DND infrastructure such as equipment and simulators available in the Naval Training System to minimize life-cycle costs to Canada.
- 5.3.1.4** The courseware includes the use of pre-existing Original Equipment Manufacturer (OEM) training, simulators and in-house DND trainers, as applicable, and as deemed available by the TA upon consultation.
- 5.3.1.5** The courseware must follow the guidance of the CFITES as described in Volume 5: Development.
- 5.3.1.6** The courseware's teaching approach must reflect the training approach depicted in the QSP that will allow prospective MAR TECH LS Mechanical Specialist personnel to safely, efficiently and effectively operate and maintain course related mechanical equipment through lifecycle.
- 5.3.1.7** Homework assignments by students are developed throughout the lesson plan, but must not exceed more than 50 minutes on average for every 600 minutes of instruction for 'take home' assignments. Homework assignments are designed to assess student knowledge of the material and courseware for each EO lesson plan.
- 5.3.1.8** After analysing the TEL mechanisms identified in the DND supplied list, and subsequent review of courseware, the Contractor must provide a TEL Analysis report outlining options (to include one Distributive Learning option), costing, estimated macro specifications (lifecycle, level of effort, IMI level, physical dimensions where relevant) risk factors and associated EO references within each specific PO.
- 5.3.1.9** The Contractor must identify those teaching aid TEL items that can be improved and specific recommendations for courseware teaching improvement.

#### **5.4 USQ LS Mechanical Specialist TEL Review Report Final**

The Contractor must provide a final report that summarizes all findings and presents a strategic commentary with training-specific recommendations on the USQ LS Mechanical Specialist training stream. Both TEL Analysis and Options Analysis Reports must be included as annexes to this Final Report.

#### **5.5 Progress Report**

The Contractor must issue each progress report two (2) businesses days in advance of each progress review meeting. The progress report must include elements of the Project Management Plan and the USQ LS Mechanical Specialist TEL Analysis Plan in order to highlight the work activities to be undertaken for producing deliverables, identification of project risks, their likelihood and impacts and mitigation strategies, track all technical meeting and progress meeting action items including origin date, descriptions, responsible party (ies) and target and completion dates as applicable.

#### **5.6 Agenda**

The Contractor must produce agenda for each meeting.

Agenda must be submitted to Canada a minimum of three (3) business days before meetings. Canada must be consulted in the development of agenda items in advance of submission.

#### **5.7 Minutes**

The Contractor must take and submit minutes for each meeting.

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As applicable, reports referenced in agenda must be appended to the minutes.

The Contractor must submit the minutes to Canada within three (3) business days following a meeting. Canada will review the minutes and provide review/revision comments within three (3) business days following Contractor submission. Final minutes must be submitted to Canada within two (2) business days.

## **6.0 RESOURCE CATEGORIES**

**6.1** The Contractor must propose as a minimum, the following key personnel in the following streams and identified levels to perform the work.

- 6.1.1 Stream 1 – 1. Senior Learning Advisor
- 6.1.2 Stream 2 – 1. Senior Learning Designer
- 6.1.3 Stream 2 – 2. Senior Content Subject Matter Expert
- 6.1.4 Stream 3 – 1. Senior Advisor in e-Learning and Learning Technology
- 6.1.5 Stream 7 – 1. Senior Project Manager

**6.2** The Contractor's resources must, at a minimum, meet or exceed the Occupational Minimum Mandatory Qualifications for the respective category as defined in Annex A of the Learning Services Supply Arrangement E60ZH-1800LS.

**6.3** The Contractor's proposed key personnel must meet the Evaluation Criteria at Annex D and must at a minimum, meet or exceed the Occupational Minimum Mandatory Qualifications for the respective category as defined in Annex A of the Learning Services Supply Arrangement E60ZH-1800LS. The Contractor must provide a detailed resume of each of the key personnel containing sufficient detail to evaluate each of the evaluation criteria.

**6.4** The Contractor's proposed key personnel designated as Senior Content Subject Matter Expert must meet the additional R15 Evaluation Criteria at Annex D to evaluate naval and/or marine knowledge and experience.

## **7.0 DEFINITIONS**

Courseware – Includes Lesson Plans, Power Points, EOs, ECs, POs, PCs, Lab Tests, and all associated and relevant teaching material.

EC – Enabling Check - An evaluation or test used to formally verify achievement of an enabling objective to the standard and under the conditions stated in the Training Education Plan.

EO - Enabling Objective - Is a principal unit of learning and constitutes a major step towards achieving the performance objective. Enabling objectives are sub-components or sub-objectives of the performance objectives. They represent manageable units of work; units that are coherent in terms of logic, learning of work, of suitable scope and appropriate for testing for progress. Like the performance objective, the enabling objective is composed of three essential parts: a performance statement, conditions statement and a standard.

EO Lesson Package - All required material needed to perform the instruction of a complete EO without the inclusion of TEL.

Solicitation No. - N° de l'invitation  
W0103-208548/A  
Client Ref. No. - N° de réf. du client  
W0103-208548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

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PC - Performance Check - Is a test designed to measure, in job-like circumstances, the achievement of a performance objective.

PO - Performance Objective - Includes a description, in operational terms, of what the individual must do, the conditions under which the performance must be completed, and the standard to which the performance must conform. These three elements are respectively defined as performance statement, conditions and standard.

Teaching Aids - Power Point slides, handouts and labs. DND supplied and/or Contractor readily available digital content to support Power Point slides and lesson plans such as stock images, photos, animations and videos; these do not require development work.

TEL - Technology Enabled Learning - Digital content and supporting technology to enhance student learning which needs to be acquired or developed using Task Authorization.

**ANNEX B**

**BASIS OF PAYMENT**

The Bidder must complete the following tables for all line items.

The Bidder's Total Price is for evaluation purposes and does not represent a commitment on the part of Canada.

The bid prices are to be calculated as follows:

All estimated costs and rates must include the furnishing of all labour, materials, equipment, including tools, services, permit fees, and incidental costs, necessary or proper for the completion of the work, except as may be otherwise expressly provided in the Request for Proposal. All costs for overhead, profit, financing, general requirements, contingencies, etc. are to be included in the Contract amounts.

"Extras" will not be allowed. It is the responsibility of the Contractor to take into account traffic, weather and other common mitigating factors.

**B1 Firm Fixed Work Payments**

A work day is defined as 7.5 hours of work, exclusive of meal breaks.

The Bidder's financial proposal, this basis of payments and the "Work Plan-WBS" must address all the work and align.

Firm payments will be issued as follows, where a payment is indicated in italics and underlined the selected Contractor may negotiate the percentage (%) to be paid based on the level of effort for the particular payment upon Contract Award. Payment percentage negotiations must be completed before the Kick-off meeting for this Contract.

Table B1

Payment #	Deliverables	Estimated Days After Contract Award (ACA) to Event or Submission and acceptance criteria required to invoice	Percent of Firm Fixed Total To Invoice	Amount to be invoiced (applicable taxes extra)
1	Kick-off meeting, Agenda, Minutes (submitted, revised (as applicable) and acceptance by the TA, Revised and accepted Project Management Plan	Estimated to occur not more than 14 days after Contract Award. Invoice to be submitted upon acceptance of all deliverables by the TA.	5%	\$ _____
2	USQ LS Mechanical Specialist TEL Analysis Plan	21 days ACA Invoice to be submitted upon acceptance of all deliverables by the TA.	15%	\$ _____

3	USQ LS Mechanical Specialist TEL Review Report Draft (Note: Contractor submission of Draft) and Progress Review Meeting #1 Agenda, presentation of Progress Report submitted, revised (as applicable) and accepted by the TA, Draft Minutes (submitted, revised (as applicable) and acceptance by the TA	42 days ACA Invoice to be submitted upon acceptance of all deliverables by the TA.	<u>30%</u>	\$ _____
4	USQ LS Mechanical Specialist TEL Review Report Draft Review Meeting Note: Contractor review with DND and obtain DND inputs for revisions.	56 days ACA Invoice to be submitted upon acceptance of all deliverables by the TA.	<u>40%</u>	\$ _____
5	Final USQ LS Mechanical Specialist TEL Review Report (POs and EOs / PCs and ECs) Note: DND to assess and accept or reject revisions. Final Progress Review Meeting	70 days ACA Invoice to be submitted upon acceptance of all deliverables by the TA.	10%	\$ _____

Solicitation No. - N° de l'invitation  
W0103-208548/A  
Client Ref. No. - N° de réf. du client  
W0103-208548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

	Agenda, presentation of Progress Report submitted, revised (as applicable) and accepted by the TA, Draft Minutes (submitted, revised (as applicable) and acceptance by the TA			
Subtotal Firm Requirement: \$ _____ Applicable Tax(es): \$ _____ Total Firm Requirement: \$ _____				

**B2 Detail Resource Requirements for Firm Fixed portion of the work.**

The Contractor's resource rates specified in Table B2 hereunder to meet the Firm Fixed portion of the Work specified in Table B1 must be identical to the rates proposed for the first year of the Contract Task Authorization unit rates proposed under Table B3.

Table B2

Detail Firm Fixed Portion Price RESOURCE CATEGORY STREAMS	Resource Days (A)	Unit Rate (B)	Extended Price (C)
<b>STREAM 1 – STRATEGIC LEARNING ADVISORY SERVICES</b>			
1.1: Senior Learning Advisor			
<b>STREAM 2 – INSTRUCTIONAL DESIGN AND DEVELOPMENT SERVICES</b>			
2.1: Senior Learning Designer			
2.2: Intermediate Learning Designer			
2.3: Junior Learning Designer			
2.4: Senior Content Subject Matter Expert			
2.5: Intermediate Content Subject Matter Expert			
2.6: Junior Content Subject Matter Expert			
2.7: Senior Technical Writer			
2.8: Intermediate Technical Writer			
2.9: Junior Technical Writer			
<b>STREAM 3 – CUSTOM and RAPID eLEARNING PRODUCT PROGRAMMING</b>			

3.1 Senior Advisor in e-Learning and Learning Technology			
3.2: Senior Custom eLearning Programmer			
3.3: Intermediate Custom eLearning Programmer			
3.4: Junior Custom eLearning Programmer			
3.5: Senior Rapid eLearning Programmer			
3.6: Intermediate Rapid eLearning Programmer			
3.7: Junior Rapid eLearning Programmer			
3.8: Senior Quality Assurance Specialist			
3.9: Senior Tester			
3.10: Intermediate Tester			
<b>STREAM 4 – MULTI-MEDIA DESIGN AND DEVELOPMENT</b>			
4.1: Senior Graphics Designer			
4.2: Intermediate Graphics Designer			
4.3: Junior Graphics Designer			
4.4: Photographer			
4.5: Senior Animator			
4.6: Intermediate Animator			
4.7: Junior Animator			
4.8: Video Producer			
4.9: Audio Producer			
4.10: Multimedia Director			
<b>STREAM 6 - TRAINING EVALUATION SERVICES</b>			
6.1 Evaluator			
<b>STREAM 7 - TRAINING EVALUATION SERVICES</b>			
7.1: Senior Project Manager			
7.2: Intermediate Project Manager			
7.3: Junior Project Manager			
<b>Total Firm Requirement: (Applicable Taxes Excluded)</b>			
<b>Note to Bidders: The amount in this cell of Table B2 must be identical to the Total Firm Requirement amount in Table B1.</b>			

**B3 TASK AUTHORIZATION RATES**

The Contractor must conduct Task Authorization work using only resources listed in the Resource Categories Streams and levels at the per Diem rates listed under this Contract.

At bid submission, the Contractor must propose a per Diem rate for every Resource Category Stream and level in each of the Tables B3 hereunder.

For evaluation purposes only, Tables B3, column A Resource Days (Estimate) will be used for the following calculation: (A) Resource Days will be multiplied by (B) per Diem Rate for each category to

determine (C) Extended Price and then multiplied by (D) Option Year Per Diem Rate Increases. As and when requested Task Authorization processes will determine actual days.

**Travel and Living Expenses for Task Authorizations**

Travel and Living expenses must be submitted in accordance with the Contract terms and conditions and approved in advance of travel by the Technical Authority.

**Option Years per Diem Rate Increases**

If activated, each option year per diem rate increase must not exceed \_\_\_\_% (D) per rate per activated option year. (The Bidder must propose this rate at bid submission.)

Should the per diem rate increase applied to any resource category exceed the difference between the 2 (two) most recent annual rates on the Consumer Price Index for "All-items" with a geographical selection of Canada from Statistics Canada: [Table 18-10-0005-01](#) Consumer Price Index, annual average, not seasonally adjusted, the lower of the two rates shall prevail.

Tables B3

<b>2019 to 2020 Contract Year 1 RESOURCE CATEGORY STREAMS</b>	<b>Resource Days (Estimate) (A)</b>	<b>Per Diem Rate (B)</b>	<b>Extended Price (C)</b>
<b>STREAM 1 – STRATEGIC LEARNING ADVISORY SERVICES</b>			
1.1: Senior Learning Advisor	12		
<b>STREAM 2 – INSTRUCTIONAL DESIGN AND DEVELOPMENT SERVICES</b>			
2.1: Senior Learning Designer	10		
2.2: Intermediate Learning Designer	18		
2.3: Junior Learning Designer	2		
2.4: Senior Content Subject Matter Expert	10		
2.5: Intermediate Content Subject Matter Expert	20		
2.6: Junior Content Subject Matter Expert	14		
2.7: Senior Technical Writer	2		
2.8: Intermediate Technical Writer	2		
2.9: Junior Technical Writer	2		
<b>STREAM 3 – CUSTOM and RAPID eLEARNING PRODUCT PROGRAMMING</b>			
3.1 Senior Advisor in e-Learning and Learning Technology	8		
3.2: Senior Custom eLearning Programmer	2		
3.3: Intermediate Custom eLearning Programmer	4		
3.4: Junior Custom eLearning Programmer	4		
3.5: Senior Rapid eLearning Programmer	4		

3.6: Intermediate Rapid eLearning Programmer	6		
3.7: Junior Rapid eLearning Programmer	8		
3.8: Senior Quality Assurance Specialist	2		
3.9: Senior Tester	2		
3.10: Intermediate Tester	6		
<b>STREAM 4 – MULTI-MEDIA DESIGN AND DEVELOPMENT</b>			
4.1: Senior Graphics Designer	2		
4.2: Intermediate Graphics Designer	28		
4.3: Junior Graphics Designer	20		
4.4: Photographer	2		
4.5: Senior Animator	2		
4.6: Intermediate Animator	16		
4.7: Junior Animator	20		
4.8: Video Producer	8		
4.9: Audio Producer	2		
4.10: Multimedia Director	2		
<b>STREAM 6 - TRAINING EVALUATION SERVICES</b>			
6.1 Evaluator	12		
<b>STREAM 7 - TRAINING EVALUATION SERVICES</b>			
7.1: Senior Project Manager	8		
7.2: Intermediate Project Manager	14		
7.3: Junior Project Manager	2		
<b>Subtotal for evaluation purposes: Task Authorization</b>			

Tables B3

<b>2020 to 2021 Contract Year 2 RESOURCE CATEGORY STREAMS</b>	<b>Resource Days (Estimate) (A)</b>	<b>Unit Rate (B)</b>	<b>Extended Price (C)</b>
<b>STREAM 1 – STRATEGIC LEARNING ADVISORY SERVICES</b>			
1.1: Senior Learning Advisor	12		
<b>STREAM 2 – INSTRUCTIONAL DESIGN AND DEVELOPMENT SERVICES</b>			
2.1: Senior Learning Designer	10		
2.2: Intermediate Learning Designer	18		
2.3: Junior Learning Designer	2		
2.4: Senior Content Subject Matter Expert	10		
2.5: Intermediate Content Subject Matter Expert	20		

2.6: Junior Content Subject Matter Expert	14		
2.7: Senior Technical Writer	2		
2.8: Intermediate Technical Writer	2		
2.9: Junior Technical Writer	2		
STREAM 3 – CUSTOM and RAPID eLEARNING PRODUCT PROGRAMMING			
3.1 Senior Advisor in e-Learning and Learning Technology	8		
3.2: Senior Custom eLearning Programmer	2		
3.3: Intermediate Custom eLearning Programmer	4		
3.4: Junior Custom eLearning Programmer	4		
3.5: Senior Rapid eLearning Programmer	4		
3.6: Intermediate Rapid eLearning Programmer	6		
3.7: Junior Rapid eLearning Programmer	8		
3.8: Senior Quality Assurance Specialist	2		
3.9: Senior Tester	2		
3.10: Intermediate Tester	6		
STREAM 4 – MULTI-MEDIA DESIGN AND DEVELOPMENT			
4.1: Senior Graphics Designer	2		
4.2: Intermediate Graphics Designer	28		
4.3: Junior Graphics Designer	20		
4.4: Photographer	2		
4.5: Senior Animator	2		
4.6: Intermediate Animator	16		
4.7: Junior Animator	20		
4.8: Video Producer	8		
4.9: Audio Producer	2		
4.10: Multimedia Director	2		
STREAM 6 - TRAINING EVALUATION SERVICES			
6.1 Evaluator	12		
STREAM 7 - TRAINING EVALUATION SERVICES			
7.1: Senior Project Manager	8		
7.2: Intermediate Project Manager	14		
7.3: Junior Project Manager	2		
<b>Subtotal for evaluation purposes: Task Authorization</b>			

TABLE B4

<b>Option Year 1</b> <b>RESOURCE CATEGORY STREAMS</b>	Unit Rate Previous Contract Year	Unit Rate Increase %	Unit Rate Option Year 1
<b>STREAM 1 – STRATEGIC LEARNING  ADVISORY SERVICES</b>			
1.1: Senior Learning Advisor			
<b>STREAM 2 – INSTRUCTIONAL DESIGN  AND DEVELOPMENT SERVICES</b>			
2.1: Senior Learning Designer			
2.2: Intermediate Learning Designer			
2.3: Junior Learning Designer			
2.4: Senior Content Subject Matter Expert			
2.5: Intermediate Content Subject Matter Expert			
2.6: Junior Content Subject Matter Expert			
2.7: Senior Technical Writer			
2.8: Intermediate Technical Writer			
2.9: Junior Technical Writer			
<b>STREAM 3 – CUSTOM and RAPID  eLEARNING PRODUCT  PROGRAMMING</b>			
3.1 Senior Advisor in e-Learning and Learning Technology			
3.2: Senior Custom eLearning Programmer			
3.3: Intermediate Custom eLearning Programmer			
3.4: Junior Custom eLearning Programmer			
3.5: Senior Rapid eLearning Programmer			
3.6: Intermediate Rapid eLearning Programmer			
3.7: Junior Rapid eLearning Programmer			
3.8: Senior Quality Assurance Specialist			
3.9: Senior Tester			
3.10: Intermediate Tester			
<b>STREAM 4 – MULTI-MEDIA DESIGN  AND DEVELOPMENT</b>			
4.1: Senior Graphics Designer			
4.2: Intermediate Graphics Designer			

Solicitation No. - N° de l'invitation  
W0103-208548/A  
Client Ref. No. - N° de réf. du client  
W0103-208548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

4.3: Junior Graphics Designer			
4.4: Photographer			
4.5: Senior Animator			
4.6: Intermediate Animator			
4.7: Junior Animator			
4.8: Video Producer			
4.9: Audio Producer			
4.10: Multimedia Director			
STREAM 6 - TRAINING EVALUATION SERVICES			
6.1 Evaluator			
STREAM 7 - TRAINING EVALUATION SERVICES			
7.1: Senior Project Manager			
7.2: Intermediate Project Manager			
7.3: Junior Project Manager			

Table B5

<b>Option Year 2 RESOURCE CATEGORY STREAMS</b>	<b>Unit Rate Previous Contract Year</b>	<b>Unit Rate Increase %</b>	<b>Unit Rate Option Year 2</b>
STREAM 1 – STRATEGIC LEARNING ADVISORY SERVICES			
1.1: Senior Learning Advisor			
STREAM 2 – INSTRUCTIONAL DESIGN AND DEVELOPMENT SERVICES			
2.1: Senior Learning Designer			
2.2: Intermediate Learning Designer			
2.3: Junior Learning Designer			
2.4: Senior Content Subject Matter Expert			
2.5: Intermediate Content Subject Matter Expert			
2.6: Junior Content Subject Matter Expert			
2.7: Senior Technical Writer			
2.8: Intermediate Technical Writer			
2.9: Junior Technical Writer			
STREAM 3 – CUSTOM and RAPID eLEARNING PRODUCT PROGRAMMING			
3.1 Senior Advisor in e-Learning and Learning Technology			

Solicitation No. - N° de l'invitation  
W0103-208548/A  
Client Ref. No. - N° de réf. du client  
W0103-208548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

3.2: Senior Custom eLearning Programmer			
3.3: Intermediate Custom eLearning Programmer			
3.4: Junior Custom eLearning Programmer			
3.5: Senior Rapid eLearning Programmer			
3.6: Intermediate Rapid eLearning Programmer			
3.7: Junior Rapid eLearning Programmer			
3.8: Senior Quality Assurance Specialist			
3.9: Senior Tester			
3.10: Intermediate Tester			
STREAM 4 – MULTI-MEDIA DESIGN AND DEVELOPMENT			
4.1: Senior Graphics Designer			
4.2: Intermediate Graphics Designer			
4.3: Junior Graphics Designer			
4.4: Photographer			
4.5: Senior Animator			
4.6: Intermediate Animator			
4.7: Junior Animator			
4.8: Video Producer			
4.9: Audio Producer			
4.10: Multimedia Director			
STREAM 6 - TRAINING EVALUATION SERVICES			
6.1 Evaluator			
STREAM 7 - TRAINING EVALUATION SERVICES			
7.1: Senior Project Manager			
7.2: Intermediate Project Manager			
7.3: Junior Project Manager			

Table B6

<b>Option Year 3 RESOURCE CATEGORY STREAMS</b>	<b>Unit Rate Previous Contract Year</b>	<b>Unit Rate Increase %</b>	<b>Unit Rate Option Year 3</b>
STREAM 1 – STRATEGIC LEARNING ADVISORY SERVICES			
1.1: Senior Learning Advisor			

STREAM 2 – INSTRUCTIONAL DESIGN AND DEVELOPMENT SERVICES			
2.1: Senior Learning Designer			
2.2: Intermediate Learning Designer			
2.3: Junior Learning Designer			
2.4: Senior Content Subject Matter Expert			
2.5: Intermediate Content Subject Matter Expert			
2.6: Junior Content Subject Matter Expert			
2.7: Senior Technical Writer			
2.8: Intermediate Technical Writer			
2.9: Junior Technical Writer			
STREAM 3 – CUSTOM and RAPID eLEARNING PRODUCT PROGRAMMING			
3.1 Senior Advisor in e-Learning and Learning Technology			
3.2: Senior Custom eLearning Programmer			
3.3: Intermediate Custom eLearning Programmer			
3.4: Junior Custom eLearning Programmer			
3.5: Senior Rapid eLearning Programmer			
3.6: Intermediate Rapid eLearning Programmer			
3.7: Junior Rapid eLearning Programmer			
3.8: Senior Quality Assurance Specialist			
3.9: Senior Tester			
3.10: Intermediate Tester			
STREAM 4 – MULTI-MEDIA DESIGN AND DEVELOPMENT			
4.1: Senior Graphics Designer			
4.2: Intermediate Graphics Designer			
4.3: Junior Graphics Designer			
4.4: Photographer			
4.5: Senior Animator			
4.6: Intermediate Animator			
4.7: Junior Animator			
4.8: Video Producer			
4.9: Audio Producer			
4.10: Multimedia Director			

Solicitation No. - N° de l'invitation  
W0103-208548/A  
Client Ref. No. - N° de réf. du client  
W0103-208548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

STREAM 6 - TRAINING EVALUATION SERVICES			
6.1 Evaluator			
STREAM 7 - TRAINING EVALUATION SERVICES			
7.1: Senior Project Manager			
7.2: Intermediate Project Manager			
7.3: Junior Project Manager			

Table B7: Summary of Bidder's Total Price

a	Subtotal Firm Requirement (Table B1)	\$
	Applicable Taxes	\$
	Total Firm Work Requirement	\$
	Task Authorization Amount for 2 Contract Years (For the purpose of establishing the Estimated Contract Value)	\$
	Total Estimated Contract Value (To appear on first page of the Contract)	\$
b	Contract Year 1 Subtotal Task Authorization Work (Table B3)	\$
c	Contract Year 2 Subtotal Task Authorization Work (Table B3)	\$
d	Option Year 1 per Diem Task Authorization Rate Increase % (D) (Line c (above) x D) =	\$
	Bidder's Total Price for Evaluation Purposes Only (a + b + c + d)	\$

Solicitation No. - N° de l'invitation  
W0103-208548/A  
Client Ref. No. - N° de réf. du client  
W0103-208548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat

W0103-208548

Security Classification / Classification de sécurité  
UNCLASSIFIEDSECURITY 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	DND	2 Branch or Directorate / Direction générale ou Direction NTDC
3 a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4 Brief Description of Work / Brève description du travail LEARNING DESIGNER SERVICES CONTRACT		
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 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"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies). / Préciser le(s) pays	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies). / Préciser le(s) pays	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"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

**PART A (continued) / PARTIE A (suite)**

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

If Yes, indicate the level of sensitivity.

Dans l'affirmative, indiquer le niveau de sensibilité

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel

Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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?  No  Yes  
 Non  Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
 Non  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  Yes  
 Non  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  Yes  
 Non  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  Yes  
 Non  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  Yes  
 Non  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  Yes  
 Non  Oui

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

W0103-208548

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

For users completing the form manually use the summary chart below to indicate the category(les) 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 DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	
											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  Yes  
Non 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  Yes  
Non 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).



Contract Number / Numéro du contrat <b>W0103-208548</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13 Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) <b>NICOLAS LeBLANC</b>	Title - Titre <b>LCdr Rcv Cmdr</b>	Signature 	
Telephone No - N° de téléphone <b>250-363-7236</b>	Facsimile No - N° de télécopieur	E-mail address - Adresse courriel <b>nicolas.leblanc@66.mil.ca</b>	Date <b>7 Jan 19</b>
14 Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <b>Dawn Murray</b>	Title - Titre <b>DBSO - Industrial Security</b>	Signature 	
Telephone No - N° de téléphone <b>613-996-0274</b>	Facsimile No - N° de télécopieur	E-mail address - Adresse courriel <b>dawn.murray@forces.gc.ca</b>	Date <b>11 June 2019</b>
15 Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p.ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Non / <input type="checkbox"/> Oui
16 Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No - N° de téléphone	Facsimile No - N° de télécopieur	E-mail address - Adresse courriel	Date
17 Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature <b>Saumur, Jacques O</b>	
Telephone No - N° de téléphone	Facsimile No - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur  
 Contract Security Officer  
 Contracts Security Division / Division des contrats sécurité /  
 Contract Security Program / Programme de sécurité des contrats /  
 Public Services and Procurement Canada / Services publics et Approvisionnement Canada  
 Jacques.Saumur@tpsgc-pwgsc.gc.ca  
 Telephone / Téléphone 613-948-1732  
 Facsimile / Télécopieur 613-948-1712

**ANNEX D**

**TECHNICAL EVALUATION**

The Bidder's proposed key personnel must be individually evaluated and referenced to achieve the minimum point score for each criterion to be considered responsive.

In order to facilitate the evaluation of the Bid, Canada requests that the Bidders address and present topics in the order of the Evaluation Criteria under the same headings.

An example evaluation is provided for Bidders at Appendix 1 to Annex D herein.

Bidders are encouraged to fill in and use Table D1 hereunder to self-score and indicate where, within their proposal, the referenced information to validate the score is to be found.

Table D1

Criteria	Description	Scoring Scale	Max Points	Score	Reference in Bidders Proposal
R1	Experience with Microsoft Office Suite (Word, Excel, Power Point)	1 yr to < 2 yrs = 1 pt 2 yrs to < 3 yrs = 2 pts 3 yrs to < 4 yrs = 3 pts 4 yrs to < 5 yrs = 4 pts 5 yrs or more = 5 pts  Mandatory Minimum 1 point	5 pts		
R2	Experience designing and developing e-learning courseware and digital teaching aids using e-learning authoring tools such as: HTML5, Captivate, Storyline, and SABA publisher. Provide(1) example	1 yr to < 2 yrs = 1 pt 2 yrs to < 3 yrs = 2 pts 3 yrs to < 4 yrs = 3 pts 4 yrs to < 5 yrs = 4 pts 5 yrs or more = 5 pts  Mandatory Minimum 1 point	5 pts		
R3	Experience with project budgeting.	1 yr to < 2 yrs = 1 pt	5 pts		

		2 yrs to < 3 yrs = 2 pts 3 yrs to < 4 yrs = 3 pts 4 yrs to < 5 yrs = 4 pts 5 yrs or more = 5 pts Mandatory Minimum 1 point			
R4	Lead or Joint Lead Industrial Design experience on an e-learning project that conforms to Industry Standard SCORM 2004 4 <sup>th</sup> Edition and/or xAPI/CMi5 compliance.  Provide (1) example of a project description	1 yr to < 2 yrs = 1 pt 2 yrs to < 3 yrs = 2 pts 3 yrs to < 4 yrs = 3 pts 4 yrs to < 5 yrs = 4 pts 5 yrs or more = 5 pts Mandatory Minimum 1 point	5 pts		
R5	DND/ Canadian Govt. (Municipal, Prov. / Federal) training /educational experience	1 yr to < 2 yrs = 1 pt 2 yrs to < 3 yrs = 2 pts 3 yrs to < 4 yrs = 3 pts 4 yrs to < 5 yrs = 4 pts 5 yrs or more = 5 pts Mandatory Minimum 1 point	5 pts		

Criteria	Description	Scoring Scale	Max Points	Score	Reference to Bidders Proposal
R6	Professional / Institutional training experience	1 yr to < 2 yrs = 1 pt 2 yrs to < 3 yrs = 2 pts 3 yrs to < 4 yrs = 3 pts	5 pts		

		<p>4 yrs to &lt; 5 yrs = 4 pts  5 yrs or more = 5 pts</p> <p>Mandatory  Minimum 1 point</p>			
R7	<p>Experience in developing evaluative criteria and corresponding matrixes for assessing TEL products, and evidence of the effectiveness of each technology.</p> <p>Examples of TEL products may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Online environment</li> <li>• Part Task Trainer</li> <li>• Task Trainer</li> <li>• Virtual Reality</li> <li>• PowerPoint</li> <li>• Augmented Reality</li> <li>• Simulator</li> <li>• Multi-Media Item</li> <li>• On-Line Collaborative Event</li> <li>• Interactive Learning Objective</li> <li>• On-Line course content package that conforms to SCORM 2004</li> </ul>	<p><u>Not acceptable (0 points)</u>: The information provided does not demonstrate a capability in developing evaluative criteria and corresponding matrixes for assessing technologies in support of learning (TEL) products.</p> <p><u>Acceptable (4 points)</u>: This is the mandatory minimum. The information provided demonstrates experience in developing evaluative criteria and corresponding matrixes for at least six technologies in support of learning (TEL) products.</p> <p><u>Good (6 points)</u>: The information provided demonstrates experience in developing evaluative criteria and corresponding matrixes for at least eight technologies in</p>	8 pts		

	<p>3<sup>RD</sup> Edition and/or xAPI compliance.</p> <p>(Maximum 8 points – Minimum 4 points)</p>	<p>support of learning (TEL) products.</p> <p><u>Very Good (8 points)</u>: The information provided demonstrates experience in developing evaluative criteria and corresponding matrixes for at least ten technologies in support of learning (TEL) products.</p>			
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Criteria	Description	Scoring Scale	Max Points	Score	Reference to Bidders Proposal
R8	<p>Experience working collaboratively with a range of stakeholders including, but not limited to, subject matter experts, end-users/clients, and vendors on TEL development projects.</p> <p>Provide one (1) example.</p> <p>(Maximum 8 points – Minimum 4 points)</p>	<p><u>Not acceptable (0 points)</u>: The example provided does not demonstrate experience working collaboratively with a range of stakeholders.</p> <p><u>Acceptable (4 points)</u>: This is the mandatory minimum. The example provided demonstrates experience working with at least one stakeholder group.</p> <p><u>Good (6 points)</u>: The example provided demonstrates experience working with at least two</p>	8 pts		

		<p>stakeholder group(s).</p> <p><u>Very Good (8 points):</u> The example provided demonstrates experience working with at least three stakeholder group(s).</p>			
R9	<p>Experience in monitoring the need for TEL design changes to accommodate best practices including, but not limited to, new technologies, training methods, and learning environments.</p> <p>Provide one (1) example.</p> <p>(Maximum 8 points – Minimum 4 points)</p>	<p><u>Not acceptable (0 points):</u> The example provided does not demonstrate experience in monitoring the need for TEL design changes.</p> <p><u>Acceptable (4 points):</u> This is the mandatory minimum. The example provided demonstrates acceptable experience in monitoring the need for TEL design changes to accommodate at least one change in best practice.</p> <p><u>Good (6 points):</u> The example provided demonstrates good experience in monitoring the need for TEL design changes to accommodate at</p>	8 pts		

		<p>least two changes in best practice.</p> <p><u>Very Good (8 points):</u> The example provided demonstrates very good experience in monitoring the need for TEL design changes to accommodate at least three changes in best practice.</p>			
R10	<p>Experience in reviewing existing courseware using evaluative matrices and making recommendations for TEL integration for multiple learning environments to enhance learner success and retention.</p> <p>Provide at least one (1) example. Do not provide more than three examples.</p> <p>(Maximum 8 points – Minimum 4 points)</p>	<p><u>Not acceptable (0 points):</u> Information provided does not demonstrate experience in reviewing existing courseware and making recommendations for TEL integration.</p> <p><u>Acceptable (4 points):</u> This is the mandatory minimum. The information provided includes one example of reviewing existing courseware using evaluative matrices and making recommendations for TEL integration.</p> <p><u>Good (6 points):</u> The information provided includes two examples of reviewing existing</p>	8 pts		

		<p>courseware using evaluative matrices and making recommendations for TEL integration.</p> <p><u>Very Good (8 points):</u>  The information provided includes three examples of reviewing existing courseware using evaluative matrices and making recommendations for TEL integration.</p>			
R11	<p>Demonstrated experience in conducting a Needs Analysis/Task Analysis for Distributed Learning.</p> <p>Provide one (1) example that addresses at least four components including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>•learning characteristics</li> <li>•learning environment</li> <li>•gap analysis</li> <li>•existing resources</li> <li>•required resources</li> </ul>	<p><u>Not acceptable (0 points):</u> The example does not demonstrate experience in conducting a Needs Analysis/Task Analysis for Distributive Learning.</p> <p><u>Acceptable (4 points):</u> This is the mandatory minimum. The example demonstrates acceptable experience in conducting a Needs Analysis/Task Analysis for Distributive Learning, by addressing at least four components.</p>	8 pts		

	<ul style="list-style-type: none"><li>•provide a reason for the implementation decision.</li></ul> <p>(Maximum 8 points – Minimum 4 points)</p>	<p><u>Good (6 points):</u> The example demonstrates good experience in conducting a Needs Analysis/Task Analysis for Distributive Learning, by addressing at least five components.</p> <p><u>Very Good (8 points):</u> The example demonstrates very good experience in conducting a Needs Analysis/Task Analysis for Distributive Learning, by addressing at least six components.</p>			
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Criteria	Description	Scoring Scale	Max Points	Score	Reference to Bidders Proposal
R12	<p>Demonstrated experience using the ADDIE Instructional Design Process to develop learning products including, but not limited to.</p> <ul style="list-style-type: none"> <li>•Course frameworks</li> <li>•Instructional blueprints</li> <li>•Sample story boards</li> </ul> <p>(Maximum 8 points – Minimum 4 points)</p>	<p><u>Not acceptable (0 points):</u> The information provided does not demonstrate a capability in using the ADDIE Instructional Design Process to develop learning products.</p> <p><u>Acceptable (4 points):</u> This is the mandatory minimum. The information provided demonstrates acceptable experience in using the ADDIE Instructional Design Process to develop one learning product.</p> <p><u>Good (6 points):</u> The information provided demonstrates good experience in using the ADDIE Instructional Design Process to develop two learning products.</p> <p><u>Very Good (8 points):</u> The information provided demonstrates very good experience in</p>	8 pts		

		using the ADDIE Instructional Design Process to develop three learning products.			
R13	<p>Demonstrated experience with planning and conducting an evidence-based course evaluation process.</p> <p>Provide at least one (1) example of a course evaluation plan that includes:</p> <ul style="list-style-type: none"> <li>• Experience gathering, analyzing, and reporting on course data including, but not limited to, analytics, focus groups, surveys, historical data, and observation, and subsequently providing recommendations and strategies for course improvements.</li> </ul>	<p><u>Not acceptable (0 points):</u> The example provided does not demonstrate a capability in planning and conducting an evidence-based course evaluation process.</p> <p><u>Acceptable (4 points):</u> This is the mandatory minimum. The example provided demonstrates acceptable experience in planning an evidence-based course evaluation process that includes at least two data gathering methodologies.</p> <p><u>Good (6 points):</u> The example demonstrates good experience in planning an evidence-based course evaluation process that includes at least three data gathering methodologies.</p>	8 pts		

	(Maximum 8 points – Minimum 4 points)	<u>Very Good (8 points)</u> : The example demonstrates very good experience in planning an evidence-based course evaluation process that includes four or more data gathering methodologies.			
R14	<p>Demonstrated experience in designing and evaluating a technology integration plan.</p> <p>Provide one (1) example that describes a Distributed Learning implementation that includes an on-line and Blended component.</p> <p>(Maximum 8 points – Minimum 4 points)</p>	<p><u>Not acceptable (0 points)</u>: The example provided does not demonstrate a capability in designing and evaluating a technology integration plan.</p> <p><u>Acceptable (4 points)</u>: This is the mandatory minimum. The example provided demonstrates acceptable experience in designing and evaluating a technology integration plan that includes at least one technology type.</p> <p><u>Good (6 points)</u>: The example provided demonstrates good</p>	8 pts		

		<p>experience in designing and evaluating a technology integration plan that includes at least two technology types.</p> <p><u>Very Good (8 points):</u> The example provided demonstrates very good experience in designing and evaluating a technology integration plan that includes at least three technology types.</p>			
R15 for SME only	Demonstrated work experience in a Naval and/or Marine working environment including familiarity with terminology, training methods and practices.	<p>1 yr to &lt; 2 yrs = 1 pt</p> <p>2 yrs to &lt; 3 yrs = 2 pts</p> <p>3 yrs to &lt; 4 yrs = 3 pts</p> <p>4 yrs to &lt; 5 yrs = 4 pts</p> <p>5 yrs or more = 6 pts</p> <p>Mandatory Minimum 1 point</p>	6pts		
Totals: minimum points of overall score mandatory.		<p>Mandatory Minimum Points Overall:</p> <p>38 and 39 with SME (R15)</p>			

**Appendix 1 to Annex D**

**Example Evaluation for Bidders:**

Technical Evaluation:  
**D1 FOR EXAMPLE ONLY**

			Mandatory Points Met/Not met?	Total Points Scored
R1-R15 Total: minimum points of overall score mandatory		Mandatory Minimum Points Overall:  38 (R1-R14) and 39 for SME (R1-R15)	Met	288 (as an example) (this is a total of all points for all 5 key personnel proposed)

Price Evaluation:  
**B1 FOR EXAMPLE ONLY**

Payment #	Deliverables	Estimated Days After Contract Award (ACA) to Event or Submission and acceptance criteria required to invoice	Percent of Firm Fixed Total To Invoice	Amount to be invoiced (applicable taxes extra)
1	Kick-off meeting, Agenda, Minutes (submitted, revised (as applicable) and acceptance by the TA, Revised and accepted Project Management Plan	Estimated to occur not more than 14 days after Contract Award. Invoice to be submitted upon acceptance of all deliverables by the TA.	5%	\$ _____
2	USQ LS Mechanical Specialist TEL Analysis Plan	21 days ACA Invoice to be submitted upon acceptance of all deliverables by the TA.	15%	\$ _____
3	USQ LS Mechanical Specialist TEL Review Report Draft	42 days ACA Invoice to be submitted upon acceptance of all deliverables by the TA.	20%	\$ _____

	(Note: Contractor submission of Draft) and Progress Review Meeting #1 Agenda, presentation of Progress Report submitted, revised (as applicable) and accepted by the TA, Draft Minutes (submitted, revised (as applicable) and acceptance by the TA			
4	USQ LS Mechanical Specialist TEL Review Report Draft Review Meeting Note: Contractor review with DND and obtain DND inputs for revisions.	56 days ACA Invoice to be submitted upon acceptance of all deliverables by the TA.	35%	\$ _____
5	Final USQ LS Mechanical Specialist TEL Review Report (POs and EOs / PCs and ECs) Note: DND to assess and accept or reject revisions. Final Progress Review Meeting Agenda, presentation of Progress Report submitted, revised (as applicable) and accepted by the	70 days ACA Invoice to be submitted upon acceptance of all deliverables by the TA.	25%	\$ _____

Solicitation No. - N° de l'invitation  
W0103-208548/A  
Client Ref. No. - N° de réf. du client  
W0103-208548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

	TA, Draft Minutes (submitted, revised (as applicable) and acceptance by the TA			
Subtotal Firm Requirement: \$ _____ Applicable Tax(es): \$ _____ Total Firm Requirement: \$ <u>9,448.00</u>				

**B3 FOR EXAMPLE ONLY**

Task Authorization Unit Rates 2019 to 2020 Contract Year RESOURCE CATEGORY STREAMS	Resource Days (Estimate) (A)	Unit Rates (B)	Extended Price (C)
<b>STREAM 1 – STRATEGIC LEARNING ADVISORY SERVICES</b>			
1.1: Senior Learning Advisor	12	\$1.00	\$12.00
<b>STREAM 2 – INSTRUCTIONAL DESIGN AND DEVELOPMENT SERVICES</b>			
2.1: Senior Learning Designer	10	\$1.00	\$10.00
2.2: Intermediate Learning Designer	18	\$1.00	\$18.00
2.3: Junior Learning Designer	2	\$1.00	\$2.00
2.4: Senior Content Subject Matter Expert	10	\$1.00	\$10.00
2.5: Intermediate Content Subject Matter Expert	20	\$1.00	\$20.00
2.6: Junior Content Subject Matter Expert	14	\$1.00	\$14.00
2.7: Senior Technical Writer	2	\$1.00	\$2.00
2.8: Intermediate Technical Writer	2	\$1.00	\$2.00
2.9: Junior Technical Writer	2	\$1.00	\$2.00
<b>STREAM 3 – CUSTOM and RAPID eLEARNING PRODUCT PROGRAMMING</b>			
3.1 Senior Advisor in e-Learning and Learning Technology	8	\$1.00	\$8.00
3.2: Senior Custom eLearning Programmer	2	\$1.00	\$2.00
3.3: Intermediate Custom eLearning Programmer	4	\$1.00	\$4.00
3.4: Junior Custom eLearning Programmer	4	\$1.00	\$4.00
3.5: Senior Rapid eLearning Programmer	4	\$1.00	\$4.00
3.6: Intermediate Rapid eLearning Programmer	6	\$1.00	\$6.00
3.7: Junior Rapid eLearning Programmer	8	\$1.00	\$8.00
3.8: Senior Quality Assurance Specialist	2	\$1.00	\$2.00
3.9: Senior Tester	2	\$1.00	\$2.00
3.10: Intermediate Tester	6	\$1.00	\$6.00

Solicitation No. - N° de l'invitation  
W0103-208548/A  
Client Ref. No. - N° de réf. du client  
W0103-208548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

<b>STREAM 4 – MULTI-MEDIA DESIGN AND DEVELOPMENT</b>			
4.1: Senior Graphics Designer	2	\$1.00	\$2.00
4.2: Intermediate Graphics Designer	28	\$1.00	\$28.00
4.3: Junior Graphics Designer	20	\$1.00	\$20.00
4.4: Photographer	2	\$1.00	\$2.00
4.5: Senior Animator	2	\$1.00	\$2.00
4.6: Intermediate Animator	16	\$1.00	\$16.00
4.7: Junior Animator	20	\$1.00	\$20.00
4.8: Video Producer	8	\$1.00	\$8.00
4.9: Audio Producer	2	\$1.00	\$2.00
4.10: Multimedia Director	2	\$1.00	\$2.00
<b>STREAM 6 - TRAINING EVALUATION SERVICES</b>			
6.1 Evaluator	12	\$1.00	\$12.00
<b>STREAM 7 - TRAINING EVALUATION SERVICES</b>			
7.1: Senior Project Manager	8	\$1.00	\$8.00
7.2: Intermediate Project Manager	14	\$1.00	\$14.00
7.3: Junior Project Manager	2	\$1.00	\$2.00
<b>Subtotal for evaluation purposes: Task Authorization</b>			<b>\$276.00</b>

**B3 FOR EXAMPLE ONLY**

<b>Task Authorization Unit Rates 2020 to 2021 Contract Year RESOURCE CATEGORY STREAMS</b>	<b>Resource Days (Estimate) (A)</b>	<b>Unit Rates (B)</b>	<b>Extended Price (C)</b>
<b>STREAM 1 – STRATEGIC LEARNING ADVISORY SERVICES</b>			
1.1: Senior Learning Advisor	12	\$1.00	\$12.00
<b>STREAM 2 – INSTRUCTIONAL DESIGN AND DEVELOPMENT SERVICES</b>			
2.1: Senior Learning Designer	10	\$1.00	\$10.00
2.2: Intermediate Learning Designer	18	\$1.00	\$18.00
2.3: Junior Learning Designer	2	\$1.00	\$2.00
2.4: Senior Content Subject Matter Expert	10	\$1.00	\$10.00
2.5: Intermediate Content Subject Matter Expert	20	\$1.00	\$20.00
2.6: Junior Content Subject Matter Expert	14	\$1.00	\$14.00
2.7: Senior Technical Writer	2	\$1.00	\$2.00
2.8: Intermediate Technical Writer	2	\$1.00	\$2.00
2.9: Junior Technical Writer	2	\$1.00	\$2.00

Solicitation No. - N° de l'invitation  
W0103-208548/A  
Client Ref. No. - N° de réf. du client  
W0103-208548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

<b>STREAM 3 – CUSTOM and RAPID eLEARNING PRODUCT PROGRAMMING</b>			
3.1 Senior Advisor in e-Learning and Learning Technology	8	\$1.00	\$8.00
3.2: Senior Custom eLearning Programmer	2	\$1.00	\$2.00
3.3: Intermediate Custom eLearning Programmer	4	\$1.00	\$4.00
3.4: Junior Custom eLearning Programmer	4	\$1.00	\$4.00
3.5: Senior Rapid eLearning Programmer	4	\$1.00	\$4.00
3.6: Intermediate Rapid eLearning Programmer	6	\$1.00	\$6.00
3.7: Junior Rapid eLearning Programmer	8	\$1.00	\$8.00
3.8: Senior Quality Assurance Specialist	2	\$1.00	\$2.00
3.9: Senior Tester	2	\$1.00	\$2.00
3.10: Intermediate Tester	6	\$1.00	\$6.00
<b>STREAM 4 – MULTI-MEDIA DESIGN AND DEVELOPMENT</b>			
4.1: Senior Graphics Designer	2	\$1.00	\$2.00
4.2: Intermediate Graphics Designer	28	\$1.00	\$28.00
4.3: Junior Graphics Designer	20	\$1.00	\$20.00
4.4: Photographer	2	\$1.00	\$2.00
4.5: Senior Animator	2	\$1.00	\$2.00
4.6: Intermediate Animator	16	\$1.00	\$16.00
4.7: Junior Animator	20	\$1.00	\$20.00
4.8: Video Producer	8	\$1.00	\$8.00
4.9: Audio Producer	2	\$1.00	\$2.00
4.10: Multimedia Director	2	\$1.00	\$2.00
<b>STREAM 6 - TRAINING EVALUATION SERVICES</b>			
6.1 Evaluator	12	\$1.00	\$12.00
<b>STREAM 7 - TRAINING EVALUATION SERVICES</b>			
7.1: Senior Project Manager	8	\$1.00	\$8.00
7.2: Intermediate Project Manager	14	\$1.00	\$14.00
7.3: Junior Project Manager	2	\$1.00	\$2.00
<b>Subtotal for evaluation purposes: Task Authorization</b>			<b>\$276.00</b>

TABLE B4 FOR EXAMPLE ONLY

<p style="text-align: center;"><b>Option Year 1</b>  <b>RESOURCE CATEGORY STREAMS</b></p>	<p style="text-align: center;">Unit Rate Previous Contract Year</p>	<p style="text-align: center;">Unit Rate Increase %</p>	<p style="text-align: center;">Unit Rate Option Year 1</p>
<p><b>STREAM 1 – STRATEGIC LEARNING ADVISORY SERVICES</b></p>			
<p>1.1: Senior Learning Advisor</p>	\$12.00	1.5%	\$12.18
<p><b>STREAM 2 – INSTRUCTIONAL DESIGN AND DEVELOPMENT SERVICES</b></p>			
<p>2.1: Senior Learning Designer</p>	\$10.00	1.5%	\$10.15
<p>2.2: Intermediate Learning Designer</p>	\$18.00	1.5%	\$18.27
<p>2.3: Junior Learning Designer</p>	\$2.00	1.5%	\$2.03
<p>2.4: Senior Content Subject Matter Expert</p>	\$10.00	1.5%	\$10.15
<p>2.5: Intermediate Content Subject Matter Expert</p>	\$20.00	1.5%	\$20.30
<p>2.6: Junior Content Subject Matter Expert</p>	\$14.00	1.5%	\$14.21
<p>2.7: Senior Technical Writer</p>	\$2.00	1.5%	\$2.03
<p>2.8: Intermediate Technical Writer</p>	\$2.00	1.5%	\$2.03
<p>2.9: Junior Technical Writer</p>	\$2.00	1.5%	\$2.03
<p><b>STREAM 3 – CUSTOM and RAPID eLEARNING PRODUCT PROGRAMMING</b></p>			
<p>3.1 Senior Advisor in e-Learning and Learning Technology</p>	\$8.00	1.5%	\$8.12
<p>3.2: Senior Custom eLearning Programmer</p>	\$2.00	1.5%	\$2.03
<p>3.3: Intermediate Custom eLearning Programmer</p>	\$4.00	1.5%	\$4.06
<p>3.4: Junior Custom eLearning Programmer</p>	\$4.00	1.5%	\$4.06
<p>3.5: Senior Rapid eLearning Programmer</p>	\$4.00	1.5%	\$4.06
<p>3.6: Intermediate Rapid eLearning Programmer</p>	\$6.00	1.5%	\$6.09
<p>3.7: Junior Rapid eLearning Programmer</p>	\$8.00	1.5%	\$8.12
<p>3.8: Senior Quality Assurance Specialist</p>	\$2.00	1.5%	\$2.03
<p>3.9: Senior Tester</p>	\$2.00	1.5%	\$2.03
<p>3.10: Intermediate Tester</p>	\$6.00	1.5%	\$6.09
<p><b>STREAM 4 – MULTI-MEDIA DESIGN AND DEVELOPMENT</b></p>			
<p>4.1: Senior Graphics Designer</p>	\$2.00	1.5%	\$2.03
<p>4.2: Intermediate Graphics Designer</p>	\$28.00	1.5%	\$28.42
<p>4.3: Junior Graphics Designer</p>	\$20.00	1.5%	\$20.30
<p>4.4: Photographer</p>	\$2.00	1.5%	\$2.03
<p>4.5: Senior Animator</p>	\$2.00	1.5%	\$2.03
<p>4.6: Intermediate Animator</p>	\$16.00	1.5%	\$16.24
<p>4.7: Junior Animator</p>	\$20.00	1.5%	\$20.30
<p>4.8: Video Producer</p>	\$8.00	1.5%	\$8.12

4.9: Audio Producer	\$2.00	1.5%	\$2.03
4.10: Multimedia Director	\$2.00	1.5%	\$2.03
<b>STREAM 6 - TRAINING EVALUATION SERVICES</b>			
6.1 Evaluator	\$12.00	1.5%	\$12.18
<b>STREAM 7 - TRAINING EVALUATION SERVICES</b>			
7.1: Senior Project Manager	\$8.00	1.5%	\$8.12
7.2: Intermediate Project Manager	\$14.00	1.5%	\$14.21
7.3: Junior Project Manager	\$2.00	1.5%	\$2.03
<b>Subtotal for evaluation purposes: Option Year 1</b>			<b>\$280.14</b>

**FOR EXAMPLE ONLY - TOTAL EVALUATED BID PRICE:**

The subtotals from Annex B Basis of Payments Tables B.1 and B.2 will be added together to form the Total Evaluated Bid Price:

Table B7: Summary of Bidder's Total Price

a	Subtotal Firm Requirement (Table B1)	\$ 9448.00
b	Contract Year 1 Subtotal Task Authorization Work (Table B3)	\$276.00
c	Contract Year 2 Subtotal Task Authorization Work (Table B3)	\$276.00
d	Option Year 1 per Diem Task Authorization Rate Increase 1.5 % (D) (Table B4) (Line c (above) x D) =	\$280.14
	<b>Bidder's Total Price for Evaluation Purposes Only (a + b + c + d)</b>	<b>\$10,280.14</b>

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 476 and the lowest evaluated price is \$10,280.14.

<b>Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)</b>			
	<b>Bidder 1 (Example)</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score (Table D1)</b>	288/476	260/476	362/476
<b>Bid Evaluated Bid Price (Table B7)</b>	\$10,280.14	\$13,000.00	\$15,000.00

Solicitation No. - N° de l'invitation  
W0103-208548/A  
Client Ref. No. - N° de réf. du client  
W0103-208548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

<b>Calculations</b>	<b>Technical Evaluation Score</b>	$288/476 \times 60 = 36.30$	$260/476 \times 60 = 32.77$	$362/476 \times 60 = 45.63$
	<b>Financial Evaluation Score</b>	$10,280.14 / 10,280.14$ $\times 40 = 40.00$	$10,280.14 / 13000.00$ $\times 40 = 31.63$	$10,280.14 / 15000.00$ $\times 40 = 27.41$
<b>Combined Rating</b>		$36.30 + 40.00 = 76.30$	$32.77 + 31.63 = 64.40$	$45.63 + 27.41 = 73.04$
<b>Overall Rating</b>		1st	3rd	2nd

Solicitation No. - N° de l'invitation  
W0103-208548/A  
Client Ref. No. - N° de réf. du client  
W0103-208548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX E to PART 3 OF THE BID SOLICITATION

### ELECTRONIC PAYMENT INSTRUMENTS

*As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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

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

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## ANNEX F to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date : \_\_\_\_\_(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Solicitation No. - N° de l'invitation  
W0103-208548/A  
Client Ref. No. - N° de réf. du client  
W0103-208548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0103-208548

Buyer ID - Id de l'acheteur  
VIC528  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX G**

### **DND626 TASK AUTHORIZATION FORM**

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d'achèvement		
		_____ Date <span style="margin-left: 150px;">for the Department of National Defence</span> <span style="margin-left: 150px;">pour le ministère de la Défense nationale</span>
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

### Ne s'applique qu'aux contrats de TPSGC

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

### Nota :

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