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Request for a Standing Offer Demande d'offre à commandes

National Individual Standing Offer (NISO)
Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Industry, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre de l'industrie, autorise par la présente, un offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments – Commentaires

Instructions : See Herein
Instructions : Voir ici-joint

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Ottawa, Ontario
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Title – Sujet Assessing Data Literacy and Training needs - Évaluation de la littératie en matière de données et des besoins en formation	
Solicitation No. – No de l'invitation J036687/A	Date March 6, 2020 Le 6 mars 2020
Solicitation Closes – L'invitation prend fin At – À : 14:00 EST / HNE On – Le : April 17, 2020 / Le 17 avril 2020	
Delivery Required – Livraison exigée See Herein / Voir ici-joint	
Address Enquiries to / Adresser toutes questions à: Nathalie Sielatycki at nathalie.sielatycki@canada.ca	
Telephone no. – No de telephone 613-219-8859	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
Vendor / Firm Name and Address Raison social et adresse de fournisseur/de l'entrepreneur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature :	
Date :	

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments and the Usage Report

1.2 Summary

The purpose of this request for standing offer (RFSO) is to put in place a Standing Offer with a supplier having an established tool to measure data literacy at the individual or person level that can be used among public servants in Canada to:

1. provide a baseline measure of data literacy; and
2. identify training needs.

The objectives of the program of work are:

1. To assess data literacy levels among public servant employees in federal government departments and Agencies;
2. To identify data literacy training needs based on the results of the assessment; and
3. To obtain consultation services to support federal departments and agencies to develop a data literacy training plan (optional)

There is no security requirement applicable to this request for standing offer



1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.4 Office of the Procurement Ombudsman

The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by email at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web www.opo-boa.gc.ca. For more information about OPO, including the available services, please visit the [OPO website](#).



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

In the complete text content (except subsections 1.0 and 3.0): delete "Public Works and Government Services Canada" and insert "Statistics Canada". Delete "PWGSC" and insert "StatCan".

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Offers

Offers must be submitted by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or mail to Statistics Canada will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than three (3) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.



Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Bid - a soft copy in PDF format

Section II: Financial Bid - a soft copy in PDF format

Section III: Certifications - a softcopy in PDF format

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Basis of Payment detailed in Annex B.

3.1.1 Electronic Payment of Invoices - Offer

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

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

3.1.2 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a. Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b. An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The Mandatory Requirements listed below will be evaluated on a pass/fail (i.e. compliant/non-compliant) basis. Proposals which fail to meet the Mandatory Requirements will be deemed non-responsive and given no further consideration.

Number	<u>Mandatory Requirements</u>	Met/ Not Met	Cross Reference to Proposal
M1	<p>The Bidder (i.e. organization) must provide a corporate summary demonstrating the nature of the Bidder’s business the Bidder’s capabilities and experience completing projects similar* to the work outlined in Annex A – Statement of Work.</p> <p><i>*similar is defined as meeting at least 85% of the requirement defined in Annex A - Statement of Work</i></p>		
M2	<p>The Bidder (i.e. organization) must have completed a minimum of five (5) projects* over the last seven (7) years that include services using available and established tools to measure data literacy at the individual level for use within a government environment**.</p> <p>The Bidder must demonstrate by providing the following information for each project completed during the period specified above;</p> <ul style="list-style-type: none"> ✓ Project Objective; ✓ Brief project description including tasks, activities and deliverables (a narrative of no more than 2 pages will suffice); and ✓ Time spent on project (from month/year to month/year) <p><i>*project must equal at least six (6) months in duration.</i></p> <p><i>**government environment can be described as Federal, Provincial, Municipal, Agency or Crown Corporation.</i></p>		



<p>M3</p>	<p>The Bidder (i.e. organization) must have completed a minimum of three (3) projects* over the last five (5) years that included offering Individual and Organisational Assessments using an online web-based platform.</p> <p>The Bidder must demonstrate by providing one (1) project at the organizational level and two (2) at the individual level that include the following information for each project completed during the period specified above;</p> <ul style="list-style-type: none"> ✓ Project Objective; ✓ Brief project description including tasks, activities and deliverables (a narrative of no more than 2 pages will suffice); and ✓ Time spent on project (from month/year to month/year) <p><i>*project must equal at least six (6) months in duration.</i></p>		
<p>M4</p>	<p>The Bidder (i.e. organization) must have a minimum of two (2) years within the last five (5) years reporting on assessment findings within a government environment*.</p> <p>The Bidder must provide the information requested below clearly demonstrating that it satisfies this mandatory criterion:</p> <ul style="list-style-type: none"> ✓ A brief description of three (3) projects** that include example of responses against each competency measured and variance to median against each competency for key groups identified in custom attributes (a narrative of no more than 1 page will suffice); ✓ Number of months (from month/year to month/year). <p><i>*government environment can be described as Federal, Provincial, Municipal, Agency or Crown Corporation.</i></p> <p><i>**project must equal at least six (6) months in duration.</i></p>		
<p>M5</p>	<p>The Bidder (i.e. organization) must demonstrate that all data collected will be collected and stored in Canada.</p>		
<p>M6</p>	<p>The Bidder (i.e. organization) must agree that an End User License Agreement (EULA) will not be granted in this requirement.</p>		
<p>M1 – M6</p>	<p>OVERALL ASSESSMENT OF MANDATORY CRITERIAS</p>		

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.



5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.



PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

6.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex D. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority. The quarterly reporting 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;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of award to March 31, 2021.



6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional offer for two (2) additional one (1) year periods at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at least thirty (30) calendar days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Nathalie Sielatycki
Title: Coordinator
Organization: Statistics Canada
Address: 150 Tunney's Pasture Driveway
Telephone: 613-219-8859

E-mail: nathalie.sielatycki@canada.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative (TBD at Standing Offer award)

The Offeror's representative is:

Name:
Title:
Organization:
Address:
Telephone:

E-mail:

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be

reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.

6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up against a Standing Offer.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

6.10 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 call up against the Standing Offer, including any annexes;
- b. the articles of the Standing Offer;
- c. the general conditions [2005](#) (2017-06-21), General Conditions – Standing Offers – Goods or Services
- d. the general conditions [2035](#) (2018-06-21); General Conditions – Higher Complexity – Services
- e. Annex A, Statement of Work;
- f. Annex B, Basis of Payment;
- g. Annex C, Electronic Payment;
- h. Annex D, Usage Report; and
- i. the Offeror's offer dated _____.

6.11 Certifications and Additional Information

6.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.



6.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

6.3 Term of Contract

6.3.1 Period of the Contract

Must be completed in accordance with the call-up against the Standing Offer.

6.4 Proactive Disclosure of Contracts with Former Public Servants

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

6.5 Payment

6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations in the call-up, the Contractor will be paid a firm price, as specified in Annex B – Basis of Payment. Customs duties are included and Applicable Taxes are not applicable.

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

6.5.2 Terms of Payment

[H1000C](#) (2008-05-12) – Single Payment

or

[H1008C](#) (2008-05-12) – Monthly Payment

6.5.3 Electronic Payment of Invoices – Call-up

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

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



6.6 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. a copy of time sheets to support the time claimed; and
 - b. a copy of the release document and any other documents as specified in the Contract.
2. Invoices must be distributed as follows:
 - a. One (1) electronic copy must be forwarded to the following address for certification and payment.
_____ (*Insert the name of the organization*)
_____ (*Insert the email where to send the invoice*)
 - b. One (1) electronic copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.7 Insurance – No Specific Requirements

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

6.8 Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(b) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by email at boa.opo@boa-opo.gc.ca, or by web www.opo-boa.gc.ca.

6.9 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web www.opo-boa.gc.ca.



ANNEX A - STATEMENT OF WORK

Title

Assessing Data Literacy and Training needs

Background

The primary objective of the Data Strategy Roadmap for the Federal Public Service related to the People and Culture aspect of the strategy is that the government has the talent and capacity needed to manage, interpret, use and understand data. One of the barriers identified to realizing this vision is the lack of data literacy skills among the public servants. To better understand the current gap, the Strategy calls for better measurement and training related to data literacy. Statistics Canada is currently working with other federal departments to seek ways to measure data literacy levels and training needs among Government of Canada employees.

Data literacy is generally defined as able to understand information extracted from data and summarized in simple statistics, and able to use them to inform decisions. A review of various competency maps and frameworks conducted by Statistics Canada identified a range of competencies and skills associated with data literacy including data management, evaluation, analysis, interpretation, and visualization to name a few. Federal government departments are also seeking guidance on the best approach with providing their employees with the data literacy training they need to ensure that overall levels of data literacy are elevated.

The purpose of this request for standing offer (RFSO) is to put in place a Standing Offer with a supplier having an established tool to measure data literacy at the individual or person level that can be used among public servants in Canada to: 1) provide a baseline measure of data literacy and 2) identify training needs.

Objectives

The objectives of the program of work are the following:

1. To assess data literacy levels among public servant employees in federal government departments and Agencies;
2. To identify data literacy training needs based on the results of the assessment; and
3. To obtain consultation services to support federal departments and agencies to develop a data literacy training plan (optional)

Project requirements

i. Data Literacy Assessment

The data literacy assessment must be conducted using an existing assessment tool that meet the following specifications:

- Assessment is conducted at the individual employee level;
- Tool assesses a range of literacy competencies (up to 10 attributes) based on an established framework;
- Tool is flexible allowing the addition of data literacy competencies as per government requirements;



- Tool can be used to collect organizational and employee characteristics to facilitate assessment reporting and identification of training needs; and
- Measurement methodology provides an indication of the employee's level of proficiency for each competency.

The data literacy assessment will be conducted among federal public servants in participating departments. Number of participants will depend on departmental requirements but could range from less than 100 to more than 2,000. Participants will be selected by participating departments.

In line with the Personal Information Protection and Electronic Documents Act (PIPEDA), the collection of personal information will be limited to what's necessary to facilitate the pilot. Any personal information deemed necessary for collection will be confirmed by Statistics Canada through the completion of the Organizational Attributes Matrix.

In line with the Direction for Electronic Data Residency, all data must be collected and stored in Canada.

Micro-level data must be shared with participating departments and with Statistics Canada.

ii. **Data Literacy Training Requirements**

Identification of data literacy training requirements must be conducted to provide guidance to departments regarding investments in data literacy to achieve desired states given the results of the assessment. Information on data literacy requirements should include:

- Identify gaps in data literacy competency by specific competency using a measureable scale that would allow departments to assess the size of gap to inform the level and amount of training that may be required to bring employees to desired levels;
- Identify training requirements for sub-groups as per departmental needs (e.g. by Division, classification, persona etc.)

iii. **Development of a Data Literacy Training Plan**

Development of a comprehensive data literacy training plan that responds to the training requirements identified in section ii to meet the specific needs of each participating department. The plan should include the following information:

- Comprehensive training plan to meet the needs of specific sub-groups as per departmental needs (e.g. by Division, classification, persona etc.) to develop competencies over the short, medium and longer term;
- Provide guidance regarding most effective type of training for various competencies and or sub-group; and
- Identify contextual factors that would support a learning environment and overcome potential barriers (e.g. managerial support)

Task and Deliverables

1. Copy of the microdata to the participating department and to Statistics Canada;
2. The final report which must include:
 - a. initial project orientation;
 - b. description of the assessment tool;
 - c. analysis and results of data literacy assessment levels by competency for each participating department and by organizational and employee characteristics within departments (e.g. division or branch, employee characteristics where sample sizes permit;



- d. identification of data literacy gaps and training requirements as specified in section ii; and
- e. data literacy training plan as specified in section iii.

Tasks and Deliverables
Conduct the data literacy assessment among identified participants
Draft report on the data literacy assessment results by group with training recommendations for review by participating department
Final data literacy assessment and training report

Reporting Requirements

The Contractor must show, throughout the life of the contract, continued progress towards deliverables. Documents must be provided in the format agreed to by the contractor and the project authority. Progress reports must be provided to the project authority by e-mail and/or in person as requested by the Project Authority.

Specifications and Standards

The Contractor will ensure that all required guidelines and templates are followed and that Government of Canada and Departmental standards with respect to official languages, security and interoperability be met where applicable. All work performed by the contractor is expected to be delivered on time and meet the expected results as described.

Other terms and conditions of the SOW

Contractor’s obligations

In addition to the obligations outlined in the “Background” and “Objective” sections of this SOW, the Contractor will

- Keep all documents and proprietary information confidential;
- Return all materials belonging to the Department upon completion;
- Submit all reports in electronic Microsoft Office format;
- Attend meetings with stakeholders on an as required basis;
- Participate in teleconferences as needed; and
- Maintain all documentation in a secure area.

Client Department obligations

Client department will provide the contractor with the following:

- Any additional questions to either: 1) collect respondent information and/or 2) assess data literacy competencies not currently in the assessment tool;
- Access to facilities and equipment (e.g., a workstation with a computer and associated equipment or telephone).
- Access to a staff member who will be available to coordinate activities.
- Comments on draft reports to be provided within (5) five working days.



Estimated Period of the Standing Offer

The estimated date of the Standing Offer would be from date of award to March 31, 2021 with two (2) option years.

Location of work, work site and delivery point

For meetings, briefing and interview, the work will be performed virtually through teleconferences. The work (preparation of meetings, writing reports) could be done at the consultant location of choice.

Language of work

English/French reports and other supporting documentation to be provided in English. Report and other supporting documentation to be provided in English only, translation is not required.

Environmental considerations

All projects should be delivered in an environmentally responsible manner, to the fullest extent possible. Clients and suppliers will be encouraged to transmit work requests electronically. All non-electronic correspondence and deliverables should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content and processed chlorine free, whenever possible. Double-sided photocopying will be the default unless otherwise specified by the Project or Contracting Authority. Photocopied documents are to be in black and white format unless otherwise specified.

The supplier will be encouraged to provide proofs for client review and approval either on-screen or by e-mail, CD, DVD or zip file, wherever possible. Should printed material be required, double-sided format will be the default unless otherwise specified by the client.



ANNEX B - BASIS OF PAYMENT

ITEM	QUANTITIES	PRICE
Data Literacy Assessments	1 up to 499 participants	\$ _____
	500 up to 999 participants	\$ _____
	1000 up to 1 999 participants	\$ _____
	2 000 up to 4 999 participants	\$ _____
	5 000 up to 7 499 participants	\$ _____
	7 500 up to 9 999 participants	\$ _____
	10 000 up to 14 999 participants	\$ _____
	Over 15 000 participants	\$ _____

ITEM	PER DIEM	PRICE
Advisory Services	Lead Resource	\$ _____
	Associate Resource	\$ _____



ANNEX C – ELECTRONIC PAYMENT INSTRUMENTS

The Offeror 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)



ANNEX D – USAGE REPORT

PERIODIC USAGE REPORT – Q1

Call Up #	Date Issued	Total Estimated Cost	Total Cost Invoiced GST/QST Extra	Total Amount Paid, GST/QST Included

PERIODIC USAGE REPORT – Q2

Call Up #	Date Issued	Total Estimated Cost	Total Cost Invoiced GST/QST Extra	Total Amount Paid, GST/QST Included

PERIODIC USAGE REPORT – Q3

Call Up #	Date Issued	Total Estimated Cost	Total Cost Invoiced GST/QST Extra	Total Amount Paid, GST/QST Included

PERIODIC USAGE REPORT - Q4

Call Up #	Date Issued	Total Estimated Cost	Total Cost Invoiced GST/QST Extra	Total Amount Paid, GST/QST Included