



Title – Sujet Subject: Request for Proposal ICS Canada Training (I-200, I-300, and I-400 delivery 2020/21)	
Solicitation No. – N° de l’invitation T8080-190747	Date July 14, 2020
File No. – N° de dossier	CCC No. / N° CCC - FMS No. / N° VME

SOLICITATION CLOSES – L’INVITATION PREND FIN at – à 02:00 PM (14:00 hrs) on – August 25, 2020	Time Zone Fuseau horaire Eastern Standard Time (EST)
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RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Transport Canada

Email: Barbara.gorman@tc.gc.ca

REQUEST FOR PROPOSAL/ DEMANDE DE PROPOSITION

Proposal To: Transport 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 thereof.

Proposition aux: Transports Canada

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

F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Barbara.gorman@tc.gc.ca	Buyer Id – Id de l’acheteur
Telephone No. – N° de téléphone : (343) 550-2175	FAX No. – N° de FAX N/A
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	



Comments - Commentaires

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

Issuing Office – Bureau de distribution

Transport Canada
Email: Barbara.gorman@tc.gc.ca

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison propose
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur Telephone No. – N° de téléphone	
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	





Tower "C", Place De Ville
330 Sparks Street
Ottawa, Ontario K1A 0N5

July 14, 2020

Subject: Request for Proposal T8080-190747 ICS Canada Training (I-200, I-300, and I-400 delivery 2020/21)

The Department of Transport has a requirement to establish a contract for the services that are described in the Statement of Work attached hereto Annex A.

If you are interested in undertaking this project, you are invited to submit a proposal. Please indicate clearly on the email subject line: "**BID/PROPOSAL T8080-190747**", and the proposal document must have the title of the work, name and address of your firm, and address it to:

Transport Canada
Email address: Barbara.gorman@tc.gc.ca.

Proposals must be received at the above noted email address **no later than 14:00 hours (2 p.m.) Ottawa local time on August 25, 2020**. It is the bidder's responsibility to deliver their proposal prior to tender closing. Proposals received after 14:00 hours will not be accepted and will be returned to the sender unopened.

Proposals submitted by, mail, Epost Connect service and facsimile are not accepted by Transport Canada.

Proposals will be evaluated in accordance with the pre-determined Evaluation Criteria and methodology specified in Part 4 Evaluation Procedures and Basis of Selection.

PROPOSALS ARE TO BE SUBMITTED USING THE FOLLOWING TWO- ELECTRONIC DOCUMENT SYSTEM.

Electronic Document 1 – to be titled "Section I: TECHNICAL PROPOSAL"

Your proposal is required to form the basis of a contractual agreement and should respond to all requirements detailed in the Statement of Work in sufficient detail to enable evaluation in accordance with the Evaluation Criteria including:

- an indication of an understanding of the requirements and responsibilities of the project;
- a summary of company experience directly related to the Statement of Work;
- names of resource(s) proposed to be assigned to the work, together with a résumé of related experience and a contingency plan in the event the resource becomes unavailable;
- sub-contractors or associates proposed, their capabilities, experience and degree of involvement in the project;

NOTE: NO COST INFORMATION IS TO BE INCLUDED IN THE ELECTRONIC FILE DOCUMENT 1 "Section I: TECHNICAL PROPOSAL".

Electronic Document 2 – to be titled "Section II: FINANCIAL PROPOSAL"

Bidders shall complete and return a copy of the "Basis of Payment (Annex B)" form in Document 2

Note: Only cost information shall be provided in Document 2. All technical information supporting the proposal must be in Document 1 as Document 2 will only be evaluated after the technical



evaluation is complete, and only if the technical proposal is deemed responsive and achieves at least the minimum score(s) indicated in the Evaluation Criteria.

Proposals that do not meet all the MANDATORY requirements will not be considered, and evaluation of Document 2 will not take place.

Questions with respect to the meaning or intent of the Request for Proposal (RFP) documents, or requests for correction of any apparent ambiguity, inconsistency or error in the documents, **must be submitted by email** to Barbara Gorman, Transport Canada (AFTC), email barbara.gorman@tc.gc.ca and must be received **before 12:00 hours (noon) August 14, 2020**. All answers will be in the form of written Addenda to the RFP and will be sent to all prospective tenderers.

The lowest, or any Proposal, will not necessarily be accepted.

Canada reserves the right to:

- a) Cancel the bid solicitation at any time;*
- b) Reissue the bid solicitation; and*
- c) Negotiate with the sole responsive bidder to ensure best value to Canada.*
- d) Reject any or all bids received in response to the bid solicitation;*

By submitting a proposal, the Bidder acknowledges Canada's rights under this section and waives any right, or cause of action, against Canada by reason of Canada's failure to accept the proposal submitted by the Bidder, whether such right or cause of action arises in contract, negligence, or otherwise".

Yours truly,

Yours truly,

Barbara Gorman
Contracting Specialist
E-mail: barbara.gorman@tc.gc.ca



December 2019 High Complexity Bid Solicitation and Resulting Contract Template (HC)

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 6

1.1 INTRODUCTION..... 6

1.2 SUMMARY..... 6

PART 2 - BIDDER INSTRUCTIONS..... 7

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS 7

2.2 SUBMISSION OF BIDS 8

2.3 FORMER PUBLIC SERVANT 8

2.4 ENQUIRIES - BID SOLICITATION 10

2.5 APPLICABLE LAWS 10

2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD 10

PART 3 - BID PREPARATION INSTRUCTIONS 11

3.1 BID PREPARATION INSTRUCTIONS 11

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 13

4.1 EVALUATION PROCEDURES 13

4.2 BASIS OF SELECTION 13

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION..... 16

5.1 CERTIFICATIONS REQUIRED WITH THE BID..... 16

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION 16

PART 7 - RESULTING CONTRACT CLAUSES..... 18

7.1 STATEMENT OF WORK..... 18

7.2 STANDARD CLAUSES AND CONDITIONS 18

7.3 SECURITY REQUIREMENTS 18

7.5 AUTHORITIES 18

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS..... 19

7.7 PAYMENT 20

7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION 22

7.10 APPLICABLE LAWS 22

7.11 PRIORITY OF DOCUMENTS 22

7.12 INSURANCE..... 22

ANNEX “A” 23

STATEMENT OF WORK 23

ANNEX “B” 29

BASIS OF PAYMENT 29

ANNEX “C” 29

EVALUATION PROCEDURES AND BASIS OF SELECTION 29

ANNEX “D” 34

PRICING SCHEDULE 34

ANNEX “E” 38

ELECTRONIC PAYMENT INSTRUMENTS 38



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, and the Electronic Payment Instruments.

1.2 Summary.

1.2.1

Transport Canada has a requirement for the delivery of Incident Command System (ICS) training at the ICS-200, ICS-300 and ICS-400 level in a classroom and/or for the ICS -200 level in an on-line/virtual classroom environment as detailed in the Statement of Work, Appendix B to the bid solicitation.

Transport Canada has a requirement for the delivery of Incident Command System (ICS) training at the ICS-200, ICS-300 and ICS-400 level as detailed in the Statement of Work, Appendix B to the bid solicitation. It is recognized that due to the current public health emergency in-class delivery may be problematic. Therefore, on-line/virtual classroom delivery by ICS Canada endorsed providers of an on-line/virtual version of the ICS-200 course is an acceptable option. Because ICS Canada does not yet recognize on-line/virtual delivery of ICS-300 and ICS-400 training the on-line/virtual delivery of ICS-300 and ICS-400 courses are not an acceptable option at this time.

This requirement is from contract award to March 31, 2021 inclusive and contains an option to extend the contract by up to three (3) additional option periods of one (1) year.

There is no security requirement associated with this solicitation.

Course Locations:

NCR: Ottawa

Ontario Region: Toronto, Mississauga, Sarnia

Atlantic Region: Halifax, Moncton

Pacific Region: Vancouver

Prairies and Northern Region: Edmonton, Winnipeg

Quebec Region: Dorval, Quebec City



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 (PWGSC).

- a. 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.
- b. The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.

Subsection 5.2 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

- a. ensure that the Bidder's name, return address, bid solicitation number, and solicitation closing date and time are contained within the electronic proposal; and,

Subsection 6. of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is deleted in its entirety and replaced with the following:

Transport Canada will delete bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in Section 07.

Furthermore, bids not qualified as delayed bids that were submitted after the stipulated solicitation closing date will be deleted. Records will be kept documenting the transaction history of all late bids submitted.

Subsection 7. of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is deleted in its entirety and replaced with the following:

1. A bid delivered to the Contracting Authorities email after the solicitation closing date and time but before the contract award date may be considered, provided the bidder can prove the delay is due solely to a delay in delivery that can be attributed to the Transport Canada email network.

a) The only pieces of evidence relating to a delay or failure of the Transport Canada system email system that are acceptable are:

- i) the Transport Canada generated email stating that the email was not accepted; and
- ii) the Bidder's email system generated email stating that there was a failure in attempting to send the solicitation to the designated Transport Canada Contracting Authority's email address;

that clearly indicates that the bid was sent and was not delivered and/or rejected before the solicitation closing date and time.

2. Misrouting, network traffic volume, failure to adhere to file size limitations or acceptable file



formats as described in the RFP, or any other causes for the late delivery of bids not explicitly related to the Transport Canada email network, are not acceptable reasons for the bid to be accepted by Transport Canada.

Furthermore, for bids transmitted electronically via email, Canada will not be responsible for any failure attributable to the transmission or receipt of the email including, but not limited to, the following:

- I. receipt of garbled, corrupted or incomplete bid;
- II. incompatibility between the sending and receiving email servers/systems;
- III. non-Transport Canada generated delay in the sending or receipt of the bid;
- IV. failure of the Bidder to properly identify the bid;
- V. security or encryption of bid data.

Subsection 8. of 2003, Standard Instructions - Goods or Services - Competitive Requirements is deleted in its entirety.

2.2 Submission of Bids

- a. Bids must be submitted to Transport Canada BY EMAIL ONLY to the Contracting Authority at Barbara.gorman@tc.gc.ca by the date, time, and place indicated on page 1 of the bid solicitation.
- b. If your bid is transmitted by electronic mail, Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.
- c. Bidders must submit page 1 of this request for proposal, duly completed, signed and dated, by a person authorized to sign on behalf of the Bidder (Vendor/Firm). As long as the individual signing is authorized, this signature and any other signatures required for this solicitation can be digitally or otherwise signed.
- d. Transport Canada has restrictions on incoming e-mail messages, and the maximum message size including all file attachments must NOT exceed 10MB.
- e. A bid transmitted by e-mail that gets blocked by the Transport Canada e-mail system, whether for file size or unacceptable content, will be considered not received. It is the responsibility of the Bidder to ensure receipt.
- f. The Contracting Authority will only notify the Bidder that the bid and any attachments has been received, but will not comment on nor assess the validity of the total email content.

Due to the nature of the bid solicitation, bids transmitted by facsimile to Transport 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.



Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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



2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 Ontario.

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

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 25 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- The Bidder must submit its bid electronically, Canada requests that the Bidder submits its bid by email only to this email address: Barbara.gorman@tc.gc.ca. Bidders must provide their bid in a single email transmission.
- Epost Connect service and facsimile are **not** accepted by Transport Canada.
 - a. Copies of Bid: Canada requests that bidders provide their bid in two separate electronic documents contained in a single email as follows:
 - i. Electronic Document 1 – “Section I: Technical Proposal” (1 soft copy)
 - ii. Electronic Document 2 – “Section II: Financial Proposal” (1 soft copy)
 - iii. Electronic Document 3 -- Section III: Certifications (1 Soft copy)

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

- b. Format for Bid: Canada requests that bidders follow the format instructions described below in the preparation of their bid:
 - i. use a numbering system that corresponds to the bid solicitation;
 - ii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder’s name and address and contact information of its representative; and
 - iii. Include a table of contents.
 - iv. Soft copies will be accepted in any of the following electronic formats:
 - Portable Document Format (.pdf)
 - Microsoft Word 97/2000 (.doc)
 - Microsoft Excel 97/200 (.xls)

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 "Pricing Schedule in Annex "D".

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.

3.1.2 SACC *Manual* Clauses

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

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

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

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

4.2 Basis of Selection

4.2.1 Subsection 5.A - Instructions to Bidders / Contractors

SACC *Manual* Clause [A0027T](#), (2012-07-16) Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 70% points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 30% points.
2. Bids not meeting (choose "(a) or (b) or (c)") will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
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 Basis of Selection will be the Highest Combined Rating of Technical Merit and Price using the following formulas:

$$\text{TECHNICAL SCORE} = \frac{\text{Bidder's TECHNICAL SCORE}}{\text{Total Possible TECHNICAL SCORE}} \times 70$$

$$\text{FINANCIAL SCORE} = \frac{\text{Lowest TOTAL ESTIMATED COST (\$)}}{\text{Bidder's TOTAL ESTIMATED COST (\$)}} \times 30$$

CALCULATION OF BIDDER'S TOTAL SCORE:

Bidder's TECHNICAL SCORE + Bidder's FINANCIAL SCORE = Bidder's TOTAL SCORE



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 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 (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating		84.18	73.15	77.7
Overall Rating		1 st	3 rd	2 nd



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be



performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.



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".

7.2 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.

7.3 Security Requirements

There is no security requirement applicable to the Contract.

7.4 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2021 inclusive.

7.4.1 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 60 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: *Barbara Gorman*
Title: Contract Specialist
Directorate: Transport Canada
Address: 275 Spark Street, Ottawa, ON K1A 0N5
Telephone: 613-993-8447 or Cell: 343-550-2175
Email address: Barbara.gorman@tc.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 Project Authority (To be determined at Contract Award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____
Email address: _____

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

7.5.3 Contractor's Representative (To be Determined at Contract Award)

Organization: _____
Telephone: _____
Email address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

Definitions

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

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

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

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



[of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, in accordance with *Contract Cost Principles* 1031-2, as determined by a government audit, plus a profit computed in accordance with Chapter 10, Cost and Profit, of the [Supply Manual](#), Public Works and Government Services Canada. The results and findings of the government's audit will be conclusive.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$400,000.00. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or



- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- 3. 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.

7.7.3 Limitation of Price

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

SACC *Manual* clause C6000C (2017-08-17) Limitation of Price

7.7.4 Monthly Payments

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

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

7.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument:

- a. Direct Deposit (Domestic and International);

7.8 Invoicing Instructions

1. Invoices must be submitted to Transport Canada BY EMAIL ONLY.

2. 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;
- b. a copy of the release document and any other documents as specified in the Contract

3. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment.

Transport Canada
Christina Carisse
Email address: christina.carisse@tc.gc.ca



7.9 Certifications and Additional Information

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.

7.10 Applicable Laws

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

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 herein;
- (c) the general conditions 2035, (2020-05-28) Higher Complexity – Services;
- (d) Annex X, Statement of Work;
- (e) Annex X, Basis of Payment;
- (i) the Contractor's bid dated _____, (*insert date of bid*)

7.12 Insurance

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.

SACC *Manual* clause G1005C (2016-01-28) Insurance - No Specific Requirement



ANNEX “A”

STATEMENT OF WORK

ICS Canada Training (I-200, I-300, and I-400 delivery 2020/21)

1. Background

Transport Canada (TC) is in the process of modernizing and standardizing its incident management capability across the department. One of the ways it is doing this is by implementing the internationally recognized Incident Command System (ICS), a standardized methodology designed to enable effective, efficient, and interoperable response to any potential emergency event affecting Canada’s transportation system.

The Office of Incident Management (OIM) was given the mandate to lead this modernization through building strong partnerships, creating good situational awareness and using a systems approach to develop emergency management policies, processes and tools that align and support departmental and whole-of-community response activities. Additionally, the OIM (in collaboration with Transport Canada’s Multimodal Integrated Technical Training branch) is striving to ensure TC employees receive the ICS training required for their positions, and to be able to provide surge capacity to our emergency management partners.

2. Objectives

The objective is to hire a Contractor to deliver a minimum of 11 and a maximum of 16 sessions of ICS courses at the I-200, I-300 and I-400 level. The sessions will be delivered to TC employees and employees of other key federal government response partners across Canada, within the Government of Canada’s fiscal year 2020 – 2021.

3. Services/Actions Required

The Contractor must have the capacity to provide ICS Training Sessions across the country. The locations and dates will be determined by TC, based on anticipated need.

Course and Level	Minimum	Maximum
I-200	7	12
I-300	2	2
I-400	2	2

The Contractor must provide ICS training-related services to Transport Canada, Office of Incident Management Manager of Training, Exercising and Coaching or his/her representative(s) for the Contract period. Reporting to the Manager, Office of Incident Management, the Contractor’s resources must:

- Read TC’s Incident Management summary documentation prior to the delivery of courses to provide the instructors with TC ICS program background in order to be better positioned to respond to the questions posed by TC personnel during courses with regard to their application of ICS. This documentation must be provided to the Contractor by the Project Authority.
- Participate in a kick-off meeting, in person or via video-conference, with the Project Authority or designate within one week of Contract Award, as requested by Project Authority.
- Coordinate with the Project Authority or his/her representative(s) to schedule in-class training and prepare a work plan including the schedule for the year and identifying instructor Resources within one week of Contract Award.
- Contractor must provide I-200, I-300 and I-400 course materials to the Project Authority or designate in both official languages within one week of contract award.



- Contractor must make any minor changes required to the course material (such as the addition of TC logos) if requested by the Project Authority, and provide the final version back to the Project Authority at least 3 weeks prior to the training session.
- Contractor must deliver each of the I-200 sessions (including administration of final exams) over 14 hours and in the case of virtual training 14 hours (not including breaks) over the course of 5 days, and each of the I-300 and I-400 sessions (including administration of final exams and exercises) over 3 days (Includes a 1 day tabletop exercise during I-400 courses), to TC personnel and participants from other agencies/communities.
- Contractor must lead a full-day tabletop exercise (in both French and English) to be delivered as part of the I-400 courses delivered as scheduled in TC's Training Plan. The design and development of the exercises needs to consider modal, multimodal and regional requirements and realities related to Emergency Management.
- Contractor must provide any ICS Canada Standardized training materials to be distributed (e.g. paper copies and printable electronic versions of student manuals, workbooks, forms, handouts, exams, exercise material) for training. TC will provide all classroom equipment requested by the Contractor with the exception of laptops after coordination with Project Authority prior to each course.
- Contractor must provide course participants with a standardized course evaluation (provided by TC and endorsed by ICS Canada) and return completed evaluations along with consolidated feedback to the Project Authority.
- Contractor must track and report back to the Project Authority within 5 days after each course delivery any noteworthy questions or concerns that come up during course delivery regarding TC's use of ICS.
- Contractor must document, track, and report back to the Project Authority a complete list of course participants for each session (including any non-TC participants) identifying whether participants were successful or not within 5 business days of course completion.
- Contractor must provide ICS Canada standardized electronic course certificates to TC for each successful participant within 5 business days of course completion in Portable Document Format (PDF). Project Authority A will monitor this.
- Contractor must administer and evaluate any follow up exams that may be required for participants who are not successful in their first attempt at the exam.
- Contractor must provide on-line/virtual classroom environment to the satisfaction of the Project Authority.

4. Scope

- All work will be in adherence to the Values and Ethics Code for the Public Sector <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25049>.
- All I-200, I-300, and I-400 course materials and instruction will adhere to ICS Canada standards;
- The number of participants per delivery will not exceed 24 per session.
- Each I-200 session must be delivered by a single ICS Canada recognized instructor, and each I-300 and I-400 session must be delivered by two ICS Canada recognized instructors.

TC responsible for the following logistics and coordination:

- Reserving appropriately equipped rooms for in-class delivery;
 - Sending out training invitations and generating participant lists for each I-200, I-300 and I-400 session;
 - Requesting confirmation of successful completion of prerequisites prior to loading any participant on the I-200, I-300 or I-400 courses; and
 - Coordinating travel required for TC personnel or other government participants to attend training. Project Authority will assign a travel coordinator.
- Training seats may, at TC's sole discretion, be made available to other government departments and interagency representatives. Project Authority responsible to coordinate the availability of seats.



- Each course delivery will be in accordance with the language requirements outlined in Section 5 of this document.
- The Project Authority will determine when and where a delivery is required, based on participation numbers (a minimum number of 12 participants).

5. Delivery Schedule and Locations

All deliverables other than in-class courses but including on-line/virtual classroom environment courses will be submitted to the Transport Canada, Office of Incident Management Manager of Training, Exercising and Coaching or his/her representative(s) electronically via e-mail in a recent version of MS Office software with the exception of printable student certificates, which will be delivered electronically via e-mail in Portable Document Format (PDF).

These deliverables include:

1. The Work Plan
2. Changes to course material
3. Reports on noteworthy questions
4. List of course participants
5. Student Certificates
6. Quality findings

Course deliveries will be adjusted as agreed upon during the initial planning and coordination meeting based on anticipated needs.

Table 1: Course Delivery Sessions

Course	# of Sessions	Timelines	Language	Estimated Level of effort (including delivery, prep & follow up)
I-200	5 - 8	• Deliveries to be spread out over the length of the contract period, and across Canada.	English	12.5 to 20 days
I-200	2 - 4	• Deliveries to be spread out over the length of the contract period in Quebec and New Brunswick.	French	5 to 10 days
I-300	1	• Delivery to be made in the NCR during the contract period.	English	3.5 days
I-300	1	• Delivery to be made during the contract period in the Quebec region.	French	3.5 days
I-400	1	• Delivery to be made in the NCR during the contract period.	English	3.0 days
I-400	1	• Delivery to be made during the contract period in the Quebec region.	French	3.0 days
Total	Sessions - Min. 11 Max. 16		Days - Min. 30.5 Max. 43	

The level of effort is only an estimate made in good faith and is not to be considered in anyway as a commitment from the Government of Canada.

Courses deliveries are restricted to the following locations:

- NCR: Ottawa
- Ontario Region: Toronto, Mississauga, Sarnia
- Atlantic Region: Halifax, Moncton
- Pacific Region: Vancouver
- Prairies and Northern Region: Edmonton, Winnipeg
- Quebec Region: Dorval, Quebec City



Table 2: Anticipated deliveries per region

I-200				
Region	Minimum		Maximum	
	English	French	English	French
NCR (Ottawa)	1	1	1	1
ONT (Toronto and/or Mississauga and/or Sarnia)	1		2	
ATL (Halifax and/or Moncton)	1		1	
PAC (Vancouver)	1		2	
PNR (Edmonton and/or Winnipeg)	1		2	
QUE (French) (Dorval and/or Quebec City)		1		3
Subtotal	5	2	8	4
Total	7		12	

I-300				
Region	Minimum		Maximum	
	English	French	English	French
NCR (Ottawa)	1		1	
QUE (French) (Dorval or Quebec City)		1		1
Subtotal	1	1	1	1
Total	2		2	

I-400				
Region	Minimum		Maximum	
	English	French	English	French
NCR (Ottawa)	1		1	
QUE (French) (Dorval or Quebec City)		1		1
Subtotal	1	1	1	1
Total	2		2	

6. Cancellation and Rescheduling of Course Sessions

6.1 Cancellation

The following policies shall apply concerning cancellation of courses by TC:

- a. If the Department cancels up to 30 calendar days before the course start date, there will be no cost to the Department;
- b. If the Department cancels 29 to 15 calendar days before the course start date, the Department will reimburse the Contractor 30% of the unit price of the course;
- c. If the Department cancels 14 to 6 calendar days before the course start date, the Department will reimburse the Contractor 50% of the unit price of the course;
- d. If the Department cancels 5 calendar days or less before the course start date, the Department will reimburse the Contractor 100% of the unit price of the course.

6.2 Rescheduling

The following policies shall apply concerning the rescheduling of courses by the Department that requires changes to any of:

- o the location of deliveries;
 - o the language of deliveries; or
 - o the dates of the deliveries.
- a. If the Department reschedules a course up to 15 calendar days before the course start date, there will be no cost to the Department.



- b. If the Department reschedules a course 14 to 6 calendar days before the course start date, the Department will reimburse the Contractor 15% of the unit price of the course.
- c. If the Department reschedules a course 5 or less calendar days before the course start date, the Department will reimburse the Contractor 25% of the unit price of the course.

7. Acceptance

The Project Authority and the Contractor must monitor the quality of the training sessions provided by its instructors and document the findings. Copies of the documentation, detailing findings and remedial actions taken if required, are to be forwarded to the Project Authority. The Project Authority will review this documentation and require further action should it identify any deficiencies in the performed training.

All deliverables and services delivered under this Contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction, or re-delivery, before payment will be authorized.

To ensure the quality of all instruction, at any time the Project Authority:

- Will ~~May~~ have a representative monitor a course at any time;
- Will ~~May~~ follow up with trainees listed on a course roster and ask questions concerning how the Contractor conducted the course;
- Will review the course evaluation forms that the trainees complete; and
- Will ~~May~~ require remedial action from the Contractor if the course delivery doesn't meet the requirements of the Contract.

8. Constraints

It is anticipated that all course deliveries will be complete by February 28, 2021, and all other deliverables and invoices must be received by TC by March 26, 2021.

9. Language Requirements

Training must be provided in both official languages. While most of the courses will be conducted in English, at least one of the proposed Resources must be capable of delivering instruction in French at the 200 level, and 2 instructors must be capable of delivering instruction in French at the 300 and 400 level.

Contractor's Resources delivering English courses must be able to communicate effectively in English both orally and in writing at or above the Advanced Professional Proficiency level stated below. The Resource(s) identified to deliver French courses must be able to communicate effectively in French both orally and in writing at or above the Advanced Professional Proficiency level stated below.

Oral Proficiency Rating Scale

Level	Proficiency	Definition
4	Advanced Professional Proficiency	Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful. Can tailor language to audience and discuss in depth highly abstract or unfamiliar topics. Able to speak with a great deal of fluency, grammatical accuracy, complex vocabulary and in an idiomatic fashion. Understands all forms and styles of speech and shows strong sensitivity to social and cultural references. May have some difficulty with some dialects and slang.



Reading Proficiency Rating Scale

Level	Proficiency	Definition
4	Advanced Professional Proficiency	Able to read fluently and accurately all styles and forms of the language in any subject as well as those pertinent to professional needs. Understands all sociolinguistic and cultural references. Can follow unpredictable turns of thought readily in editorial, conjectural, and literary texts, as well as in materials in own special field, including official documents and correspondence. Recognizes all professionally relevant vocabulary known to the educated non-professional native reader. Speed and accuracy is often nearly that of a well-educated native reader.

Writing Proficiency Rating Scale

Level	Proficiency	Definition
4	Advanced Professional Proficiency	Able to write the language precisely and accurately in a variety of prose pertinent to social issues and professional needs. Errors of grammar, syntax, punctuation and vocabulary are rare. Writing is consistently and explicitly organized with appropriate connectors and discourse devices (ellipsis, parallelisms, and subordinates).

The full text of Language Testing – Scales/Levels reference document can be found at:
http://www.international.gc.ca/ifaec/iaeci/test_levels-niveaux.aspx?lang=eng.

10. WORK LOCATION

Training will normally be conducted in facilities provided by TC in the city designated for each training session. If required the ICS-200 level training may be conducted in an on-line/virtual environment as created/provided by the contractor. Course preparation, report preparation and any other required activity to complete the Contractor's obligations under the Contract will be conducted at the Contractor's facility.



ANNEX “B”

BASIS OF PAYMENT

The prices quoted include all expenses that may be incurred in providing the services, such as profit, overhead, administrative costs, equipment, materials, and Travel and Living expenses.

For Classroom Training ONLY:

Table 1: BASIS OF PAYMENT: INITIAL CONTRACT PERIOD

INITIAL CONTRACT PERIOD: <u>CONTRACT AWARD To March 31, 2021</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course	Firm Price I-300 Course (one instructor)	Firm Price I-300 Course (two instructors)	Firm Price I-400 Course (one instructor)	Firm Price I-400 Course (two instructors)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	French
National Capital Region (Ottawa)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	English
National Capital Region (Ottawa)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



Table 2: BASIS OF PAYMENT: OPTION PERIOD 1

Option Period 1: <u>April 1, 2021 To March 31, 2022</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course	Firm Price I-300 Course (one instructor)	Firm Price I-300 Course (two instructors)	Firm Price I-400 Course (one instructor)	Firm Price I-400 Course (two instructors)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	French
National Capital Region (Ottawa)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	English
National Capital Region (Ottawa)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



Table 3: PRICING SCEHDULE - OPTION PERIOD 2

Option Period 2: <u>April 1, 2022 TO March 31, 2023</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course (CAD)	Firm Price I-300 Course (one instructor) (CAD)	Firm Price I-300 Course (two instructors) (CAD)	Firm Price I-400 Course (one instructor) (CAD)	Firm Price I-400 Course (two instructors) (CAD)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	French
National Capital Region (Ottawa)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	English
National Capital Region (Ottawa)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



Table 4: PRICING SCEHDULE - OPTION PERIOD 3

Option Period 3: <u>April 1, 2023 TO March 31, 2024</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course (CAD)	Firm Price I-300 Course (one instructor) (CAD)	Firm Price I-300 Course (two instructors) (CAD)	Firm Price I-400 Course (one instructor) (CAD)	Firm Price I-400 Course (two instructors) (CAD)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$_____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$_____	\$_____	\$_____	\$_____	\$_____	French
National Capital Region (Ottawa)	\$_____	\$_____	\$_____	\$_____	\$_____	English
National Capital Region (Ottawa)	\$_____	\$_____	\$_____	\$_____	\$_____	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$_____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$_____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$_____	N/A	N/A	N/A	N/A	English



FOR VIRTUAL ON-LINE TRAINING ONLY:

Table 1: BASIS OF PAYMENT: INITIAL CONTRACT PERIOD

INITIAL CONTRACT PERIOD: <u>CONTRACT AWARD To March 31, 2021</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course	Firm Price I-300 Course (one instructor)	Firm Price I-300 Course (two instructors)	Firm Price I-400 Course (one instructor)	Firm Price I-400 Course (two instructors)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	N/A	N/A	N/A	N/A	French
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	English
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



Table 2: BASIS OF PAYMENT: OPTION PERIOD 1

Option Period 1: <u>April 1, 2021 To March 31, 2022</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course	Firm Price I-300 Course (one instructor)	Firm Price I-300 Course (two instructors)	Firm Price I-400 Course (one instructor)	Firm Price I-400 Course (two instructors)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	N/A	N/A	N/A	N/A	French
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	English
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



Table 3: PRICING SCEHDULE - OPTION PERIOD 2

Option Period 2: <u>April 1, 2022 TO March 31, 2023</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course (CAD)	Firm Price I-300 Course (one instructor) (CAD)	Firm Price I-300 Course (two instructors) (CAD)	Firm Price I-400 Course (one instructor) (CAD)	Firm Price I-400 Course (two instructors) (CAD)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	N/A	N/A	N/A	N/A	French
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	English
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



Table 4: PRICING SCEHDULE - OPTION PERIOD 3

Option Period 3: <u>April 1, 2023 TO March 31, 2024</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course (CAD)	Firm Price I-300 Course (one instructor) (CAD)	Firm Price I-300 Course (two instructors) (CAD)	Firm Price I-400 Course (one instructor) (CAD)	Firm Price I-400 Course (two instructors) (CAD)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	N/A	N/A	N/A	N/A	French
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	English
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



ANNEX “C”

EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1.1.1 Mandatory Technical Criteria

Mandatory Requirements are evaluated on a pass or fail basis. Failure on the part of the Bidders to meet any one (1) of the following Mandatory Requirements will result in the proposal being deemed non-responsive and ineligible for any further consideration or evaluation. It is the responsibility of the Bidders to ensure that the proposal meets ALL of the Mandatory Requirements as indicated below.

The Bidder must include the following table in their proposal for each resource, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

Note on last column: Provide a cross reference to the proposal in this column that indicates where substantiating information can be found.

Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder’s Proposal
M1	<p>Understanding the Requirement.</p> <p>The Bidder must demonstrate that it is capable of providing the required services to satisfy this requirement as detailed in Annex A, the SOW. The proposal must include a project overview plan that shows the Bidder can deliver a maximum of 16 courses in the various regions and within the anticipated timeframe in accordance with Article 5 of the SOW. The project overview plan must detail the Quality Control methods that will be applied to the delivery of courses, and also detail the anticipated classroom equipment requirements that will be requested from TC.</p>		
M2	<p>Endorsement as a qualified ICS Canada Instructor.</p> <p>The bidder must demonstrate that the proposed Resources are recognized for the level of training proposed as a qualified ICS Canada instructor by an ICS Canada Authority Having Jurisdiction in a province or territory, or by an ICS Canada Agency Authority Having Jurisdiction. A copy of a letter, certification or other proof issued by the appropriate authority must be attached to the proposal.</p>		
M3	<p>Language.</p> <p>The bidder must demonstrate that at least one (1) of the proposed Resources can operate at an advanced level in English for each English delivery and one (1) of the proposed resources can operate at an advanced level in French for each French delivery for <i>all ICS 200 level proposed courses</i>.</p>		



	<p>The bidder must demonstrate at least two (2) of the proposed Resources can operate at an advanced level in English for each English delivery and two (2) of the proposed resources can operate at an advanced level in French for each French delivery <i>for all ICS 300 level proposed courses.</i></p> <p>The bidder must demonstrate at least two (2) of the proposed Resources can operate at an advanced level in English for each English delivery and two (2) of the proposed resources can operate at an advanced level in French for each French delivery <i>for all ICS 400 level proposed courses.</i></p> <p><i>Note: for the purpose of this M3, advanced level is measured in terms of oral, comprehension, and written skills as per Article 12., Language Requirements, of the SOW and will confirmed by reference.</i></p>		
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4.1.1.2 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately. Point rated criteria not addressed in the bidder's proposal will result in a score of zero being assigned against that particular criterion.

The Bidder must include the following table in its proposal for each resource, indicating how the proposal meets the rated criteria for each of the four resources, and providing the proposal page number or section that contains the information.

Item	Rated Requirements	Points	Max Points	Demonstrated Compliance, Cross Reference to Workplan / Resume
R1	<p>Experience delivering ICS Canada training (at the I-200, I-300 level and/or I-400) to federal government departments/agencies or other non-first responder communities.</p> <p>Each of the ten (10) Resources proposed by the Bidder for evaluation purposes for course delivery should have experience delivering ICS Canada training at the proposed level (I-200, I-300 or I-400 level) to either federal government departments or agencies, or to non-first responder communities.</p>	Six (6) points will be awarded for each example to a maximum of thirty (30) points.	/30	
R2	<p>Experience within an ICS organization responding to an incident or event that includes multiple departments, organizations or international partners.</p> <p>The Bidder's proposed Resources should have experience within an ICS organization responding to an incident or event that involves multiple departments, and/or organizations, and/or international partners.</p> <p>Evaluation Grid: Proposal must indicate: the incident or event (including dates); the departments and/or organisation participating; the role(s) the resource filled and for what duration (i.e. One day, one month, etc.).</p>	Six (6) points will be awarded for each example to a maximum of thirty (30) points.	/30	
R3	<p>Operational experience using the Incident Command System as a member of Command or General Staff</p> <p>Resources proposed by the Bidder for course delivery should have experience in the last 15 years using ICS operationally in response to an actual incident or event as a member of the Command or General Staff.</p> <p>The Proposal should indicate which role(s) they have filled and for what duration (i.e. One day, one month, etc.)</p>	Eight (8) points will be awarded for each incident where the resource used ICS	/40	



Item	Rated Requirements	Points	Max Points	Demonstrated Compliance, Cross Reference to Workplan / Resume
		as a member of an ICS Command or General Staff for at least one operational period in the last 15 years up to a maximum of 40 points.		
Rated Requirements Resource Raw Score per Resource:			/ 100	



Table 1: Resources to be Evaluated

Technical Score	Maximum Technical Score	Minimum Technical Score	Bidder's Score	Minimum Score Met
Resource 1 I-200 English	100	70		
Resource 2 I-200 French	100	70		
Resource 3 I-300 English	100	70		
Resource 4 I-300 English	100	70		
Resource 5 I-300 French	100	70		
Resource 6 I-300 French	100	70		
Resource 7 I-400 English	100	70		
Resource 8 I-400 English	100	70		
Resource 9 I-400 French	100	70		
Resource 10 I-400 French	100	70		
Total	1000	700		



ANNEX D
PRICING SCHEDULE
FINANCIAL BID RESPONSE

Mandatory Financial Criteria

The Bidder must complete the following pricing schedule. Prices **MUST** appear in the financial bid only. Prices must not be indicated in any other section of the bid.

Estimated Number of Courses: With respect of the estimated number of courses these are for evaluation purposes only during the solicitation process. The actual number of courses during the Contract Period and Option Period may be more or less, as determined by the Project Authority.

The prices quoted include all expenses that may be incurred in providing the services, such as profit, overhead, administrative costs, equipment, materials, and Travel and Living expenses.



PRICING FOR CLASS ROOM TRAINING ONLY:

Table 1 PRICING SCHEDULE - INITIAL CONTRACT PERIOD

INITIAL CONTRACT PERIOD: <u>CONTRACT AWARD TO March 31, 2021</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course (CAD)	Firm Price I-300 Course (one instructor) (CAD)	Firm Price I-300 Course (two instructors) (CAD)	Firm Price I-400 Course (one instructor) (CAD)	Firm Price I-400 Course (two instructors) (CAD)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	French
National Capital Region (Ottawa)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	English
National Capital Region (Ottawa)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



TOTAL BID PRICE FOR EVALUATION:

TOTAL BID PRICE: INITIAL CONTRACT PERIOD	
	Total Cost (CAD)
TOTAL PRICE FOR INITIAL CONTRACT PERIOD:	\$ _____ -
TOTL PRICE FOR OPTION PERIOD 1:	\$ _____
SUBTOTAL ALL PERIODS:	\$ _____
GST/HST	\$ _____
TOTAL BID PRICE (for evaluation):	\$ _____



Table 2: PRICING SCEHDULE - OPTION PERIOD 1

Option Period 1 : <u>April 1, 2021 TO March 31, 2022</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course (CAD)	Firm Price I-300 Course (one instructor) (CAD)	Firm Price I-300 Course (two instructors) (CAD)	Firm Price I-400 Course (one instructor) (CAD)	Firm Price I-400 Course (two instructors) (CAD)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	French
National Capital Region (Ottawa)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	English
National Capital Region (Ottawa)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



TOTAL BID PRICE FOR EVALUATION:

TOTAL BID PRICE: INITIAL CONTRACT PERIOD + OPTION PERIOD 1	
	Total Cost (CAD)
TOTAL PRICE FOR INITIAL CONTRACT PERIOD:	\$ _____ -
TOTL PRICE FOR OPTION PERIOD 1:	\$ _____
SUBTOTAL ALL PERIODS:	\$ _____
GST/HST	\$ _____
TOTAL BID PRICE (for evaluation):	\$ _____



Table 3: PRICING SCEHDULE - OPTION PERIOD 2

Option Period 2: <u>April 1, 2022 TO March 31, 2023</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course (CAD)	Firm Price I-300 Course (one instructor) (CAD)	Firm Price I-300 Course (two instructors) (CAD)	Firm Price I-400 Course (one instructor) (CAD)	Firm Price I-400 Course (two instructors) (CAD)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	French
National Capital Region (Ottawa)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	English
National Capital Region (Ottawa)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



TOTAL BID PRICE FOR EVALUATION:

TOTAL BID PRICE: INITIAL CONTRACT PERIOD + OPTION PERIOD 1 + OPTION PERIOD 2	
	Total Cost (CAD)
TOTAL PRICE FOR INITIAL CONTRACT PERIOD:	\$ _____ -
TOTAL PRICE FOR OPTION PERIOD 1:	\$ _____
TOTAL PRICE FOR OPTION PERIOD 2	
SUBTOTAL ALL PERIODS:	\$ _____
GST/HST	\$ _____
TOTAL BID PRICE (for evaluation):	\$ _____



Table 4: PRICING SCHEDULE - OPTION PERIOD 3

Option Period 3: <u>April 1, 2023 TO March 31, 2023</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course (CAD)	Firm Price I-300 Course (one instructor) (CAD)	Firm Price I-300 Course (two instructors) (CAD)	Firm Price I-400 Course (one instructor) (CAD)	Firm Price I-400 Course (two instructors) (CAD)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	French
National Capital Region (Ottawa)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	English
National Capital Region (Ottawa)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



TOTAL BID PRICE FOR EVALUATION:

TOTAL BID PRICE: INITIAL CONTRACT PERIOD + OPTION PERIOD 1 + PERIOD + OPTION PERIOD 2 + PERIOD OPTION PERIOD 3	
	Total Cost (CAD)
TOTAL PRICE FOR INITIAL CONTRACT PERIOD:	\$ _____ -
TOTAL PRICE FOR OPTION PERIOD 1:	\$ _____
TOTAL PRICE FOR OPTION PERIOD 2	
TOTAL PRICE FOR OPTION PERIOD 3	
SUBTOTAL ALL PERIODS:	\$ _____
GST/HST	\$ _____
TOTAL BID PRICE (for evaluation):	\$ _____



PRICING FOR VIRTUAL ON-LINE TRAINING ONLY:

Table 1 PRICING SCHEDULE - INITIAL CONTRACT PERIOD

INITIAL CONTRACT PERIOD: <u>CONTRACT AWARD TO March 31, 2021</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course (CAD)	Firm Price I-300 Course (one instructor) (CAD)	Firm Price I-300 Course (two instructors) (CAD)	Firm Price I-400 Course (one instructor) (CAD)	Firm Price I-400 Course (two instructors) (CAD)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	N/A	N/A	N/A	N/A	French
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	English
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



TOTAL BID PRICE FOR EVALUATION:

TOTAL BID PRICE: INITIAL CONTRACT PERIOD	
	Total Cost (CAD)
TOTAL PRICE FOR INITIAL CONTRACT PERIOD:	\$ _____ -
TOTL PRICE FOR OPTION PERIOD 1:	\$ _____
SUBTOTAL ALL PERIODS:	\$ _____
GST/HST	\$ _____
TOTAL BID PRICE (for evaluation):	\$ _____



Table 2: PRICING SCEHDULE - OPTION PERIOD 1

Option Period 1 : <u>April 1, 2021 TO March 31, 2022</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course (CAD)	Firm Price I-300 Course (one instructor) (CAD)	Firm Price I-300 Course (two instructors) (CAD)	Firm Price I-400 Course (one instructor) (CAD)	Firm Price I-400 Course (two instructors) (CAD)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	N/A	N/A	N/A	N/A	French
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	English
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



TOTAL BID PRICE FOR EVALUATION:

TOTAL BID PRICE: INITIAL CONTRACT PERIOD + OPTION PERIOD 1	
	Total Cost (CAD)
TOTAL PRICE FOR INITIAL CONTRACT PERIOD:	\$ _____ -
TOTL PRICE FOR OPTION PERIOD 1:	\$ _____
SUBTOTAL ALL PERIODS:	\$ _____
GST/HST	\$ _____
TOTAL BID PRICE (for evaluation):	\$ _____



Table 3: PRICING SCHEDULE - OPTION PERIOD 2

Option Period 2: <u>April 1, 2022 TO March 31, 2023</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course (CAD)	Firm Price I-300 Course (one instructor) (CAD)	Firm Price I-300 Course (two instructors) (CAD)	Firm Price I-400 Course (one instructor) (CAD)	Firm Price I-400 Course (two instructors) (CAD)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	N/A	N/A	N/A	N/A	French
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	English
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



TOTAL BID PRICE FOR EVALUATION:

TOTAL BID PRICE: INITIAL CONTRACT PERIOD + OPTION PERIOD 1 + OPTION PERIOD 2	
	Total Cost (CAD)
TOTAL PRICE FOR INITIAL CONTRACT PERIOD:	\$ _____ -
TOTAL PRICE FOR OPTION PERIOD 1:	\$ _____
TOTAL PRICE FOR OPTION PERIOD 2	
SUBTOTAL ALL PERIODS:	\$ _____
GST/HST	\$ _____
TOTAL BID PRICE (for evaluation):	\$ _____



Table 4: PRICING SCEHDULE - OPTION PERIOD 3

Option Period 3: <u>April 1, 2023 TO March 31, 2024</u>						
A	B	C	D	E	F	G
Course Location	Firm Price I-200 Course (CAD)	Firm Price I-300 Course (one instructor) (CAD)	Firm Price I-300 Course (two instructors) (CAD)	Firm Price I-400 Course (one instructor) (CAD)	Firm Price I-400 Course (two instructors) (CAD)	Language of Delivery
Atlantic Region (Halifax and/or Moncton)	\$ _____	N/A	N/A	N/A	N/A	English
Quebec Region (Dorval and/or Quebec City)	\$ _____	N/A	N/A	N/A	N/A	French
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	English
National Capital Region (Ottawa)	\$ _____	N/A	N/A	N/A	N/A	French
Ontario Region (Toronto, Mississauga and/or Sarnia)	\$ _____	N/A	N/A	N/A	N/A	English
Prairie and Northern Region (Edmonton and/or Winnipeg)	\$ _____	N/A	N/A	N/A	N/A	English
Pacific Region (Vancouver)	\$ _____	N/A	N/A	N/A	N/A	English



TOTAL BID PRICE FOR EVALUATION:

TOTAL BID PRICE: INITIAL CONTRACT PERIOD + OPTION PERIOD 1 + PERIOD + OPTION PERIOD 2 + PERIOD OPTION PERIOD 3	
	Total Cost (CAD)
TOTAL PRICE FOR INITIAL CONTRACT PERIOD:	\$ _____ -
TOTAL PRICE FOR OPTION PERIOD 1:	\$ _____
TOTAL PRICE FOR OPTION PERIOD 2	
TOTAL PRICE FOR OPTION PERIOD 3	
SUBTOTAL ALL PERIODS:	\$ _____
GST/HST	\$ _____
TOTAL BID PRICE (for evaluation):	\$ _____



ANNEX “E” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by the following Electronic Payment Instrument:

() Direct Deposit (Domestic and International).