

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

kristen.scott@tc.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Comments – Commentaires

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.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions Set out in the resulting contract clauses included in the bid solicitation.

Proposition à : Transports Canada

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

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

Title – Sujet	
Incident Management System Exercise Development and Delivery Élaboration et exécution des exercices du Système de gestion des incidents	
Solicitation No. – N° de l'invitation	Date
T8080-200605	February 25, 2021
Client Reference No. – N° référence du client	
T8080-200605	
GETS Reference No. – N° de référence de SEAG	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à 02 :00 PM – 14h00	Eastern Time (ET)
on – le April 6, 2021	Heure de l'Est (HE)
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>
Address inquiries to – Adresser toute demande de renseignements à :	
Kristen Scott	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. / e-mail N° de télécopieur / courriel
506-377-2564	kristen.scott@tc.gc.ca
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction	
National Capital Region – La région de la capitale nationale	

Instructions: See Herein

Instructions : Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
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 Statement of Work - Bid

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.2 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2020/05/28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16

2.2 Submission of Bids

Bids must be received by the Contract Authority by the date and time indicated on page 1 of the solicitation. Bids must be sent by Electronic Submission to kristen.scott@tc.gc.ca.

Refer to Part 3, Section 3.1 "Bid Preparation Instructions".

2.3 Former Public Servant - Competitive Bid

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: 2019-01](#) 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (one (1) electronic copy)
- Section II: Financial Bid (one (1) electronic copy)
- Section III: Certifications (one (1) electronic copy)

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

Interested Bidders are invited to submit a proposal, through Electronic Submissions at:
kristen.scott@tc.gc.ca.

Individual e-mails exceeding five megabytes (5MB), or that include other factors such as embedded macros and/or links may be rejected by the Transport Canada e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.

Larger bids may be submitted through more than one e-mail. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission.

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013/11/06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria as specified in Annex "C"

4.1.1.2 Point Rated Technical Criteria

Point Rated Technical Criteria as specified in Annex "C"

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)

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 points specified for each criterion for the technical evaluation, and
 - (d) obtain the required minimum of 8 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 15 points.

2. Bids not meeting (a), (b), (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 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 table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	88	82	92
Bid Evaluated Price	C\$60,000	C\$55,000	C\$50,000
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	$88 / 100 \times 70 = 61.6$	$50,000 / 60,000 \times 30 = 25$	86.6
Bidder 2	$82 / 100 \times 70 = 57.4$	$50,000^* / 55,000 \times 30 = 27.3$	84.7
Bidder 3	$92 / 100 \times 70 = 64.4$	$50,000^* / 50,000 \times 30 = 30$	94.4

* represents the lowest evaluated price

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010/08/16), Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work - Contract

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010B](#) (2020/05/28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract Award to March 31, 2023 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) 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 before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kristen Scott
Procurement Specialist
Transport Canada, Materiel and Contracting Services
275 Sparks Street
Ottawa, ON
K1A 0N5

Telephone: (506) 377-2564
E-mail: kristen.scott@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.

6.5.2 Project Authority

The Project Authority for the Contract is:

Details will be provided in any resulting contract

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

6.5.3 Contractor's Representative (Bidder please complete)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
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: 2019-01 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

Basis of Payment: Cost reimbursable - Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$_____ (to be provided at contract award). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be provided at contract award). 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.

6.7.3 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30
C0705C	Discretionary Audit	2010/01/11
H1008C	Monthly Payment	2008/05/12

6.7.4 Electronic Payment of Invoices – Contract

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

(As indicated in Annex "D")

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

6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices are to be submitted quoting Contract No. **T8080-200605**, to the address indicated on Page 1 of the contract. For each invoice, the Contractor shall:

- describe the services/goods covered by the invoice; and
- Indicate the dates for which the services/goods were rendered.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010B](#) (2020/05/28), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment; and
- (e) the Contractor's bid dated _____.

6.12 SACC Manual Clauses

SACC Reference	Section	Date
A9068C	Government Site Regulations	2010/01/11
G1005C	Insurance – No Specific Requirement	2016/01/28

6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A" - STATEMENT OF WORK

Transport Canada Incident Management System Exercise Development and Delivery

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 a standardized methodology designed to enable effective, efficient, and interoperable response to any potential emergency events 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 Incident Management System (IMS) individual and collective training required for their incident response positions, and to be able to provide surge capacity staffing to our emergency management partners. Additionally, the effects of the current public health emergency may impact the in-person delivery of the exercises for an indefinite period of time.

2. Objective

The objective is to hire a Contractor to develop and deliver the IMS training, either in-person or virtually, with a minimum of 12 and a maximum of 24 discussion-based exercises for fiscal year 2021/2022 (April 1, 2021 to March 31, 2022) and a minimum of 6 and a maximum of 7 discussion-based exercises for fiscal year 2022/2023 (April 1, 2022 to March 31, 2023). These exercises will be conducted with TC employees within the initial period of the contract, which will begin on the date of contract award and will end on March 31, 2023.

TC reserves the right to exercise up to two (2) additional one year option periods from April 1, 2023 to March 31, 2024 and from April 1, 2024 to March 31, 2025. During each of these option periods, a minimum of 6 and a maximum of 7 discussion-based exercises are anticipated.

3. Services/Actions Required

The Contractor must have the capacity and expertise to lead the development and in-person or virtual and delivery of discussion-based and operations-based exercises that focus on the TC National Emergency Coordination Centre (NECC) and TC's Regional Emergency Coordination Centres (RECCs). The primary objectives of the series of exercises identified in this SOW are to:

- Test and evaluate TC's Incident Management System's (IMS) structure, plans, policies, procedures;
- Test and evaluate TC's National (NECC) and Regional Emergency Coordination Centres (RECCs) interaction with TC's National Incident Management Group (NIMG) in Ottawa and the Regional Incident Management Groups (RIMGs) and RECCs across Canada as indicated below:
 - Between the NIMG and the NECC;
 - Between the NECC and the RECCs;
 - Between the RECCs and the RIMG;
 - Between the ICP (Incident Command Post) and the RECCs; and,

- The secondary objective is to prepare TC to participate in a capstone exercise designed to practice an integrated response to a national scale emergency event with partners and stakeholders at provincial and national levels.

The Contractor must have the capacity to design and deliver in-person or virtual exercises across the country. The locations and dates will be determined by TC, based on anticipated need.

If restrictions are in place that inhibit, prevent or prohibit in-person exercise delivery/conduct some or all of the exercises may need to be delivered/conducted in a virtual environment where not all participants are in the same geographic location.

Exercise type	Delivery method and length	Minimum deliveries	Maximum deliveries
Discussion-based Exercises (FY 2021 - 2022)			
Workshop (single region single mode)	In-person or virtual - one day	12	24
Discussion-based Exercises (FY 2022 - 2023)			
Tabletop (single region multi modal)	In-person or virtual - two days	6	7
Discussion-based Exercises (Option period 1 FY 2023 - 2024)			
Tabletop (single region multi modal)	In-person or virtual - two days	6	7
Discussion-based Exercises (Option Period 2 FY 2024 - 2025)			
Tabletop (single region multi modal)	In-person or virtual - two days	6	7

The Contractor must provide Incident Management System exercise-related services to TC's Office of Incident Management, Training, Exercising, and Coaching (TEC) Manager, or their representative(s) for the Contract period. Reporting to the TC Office of Incident Management TEC Manager, the Contractor's resources must:

- Read TC's Incident Management summary documentation prior to the delivery of exercises to provide the exercise facilitators and directing staff with TC IMS program background in order to be better positioned to respond to the questions posed by TC personnel during exercises with regard to their application of IMS doctrine. This documentation must be provided to the Contractor by the TC Project Authority.
- Work in close consultation with TC subject matter experts as exercises will contribute to Emergency Management learning requirements/experiences for TC personnel.
- 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 the Project Authority.
- Coordinate with the TC Office of Incident Management, TEC Manager, or their representative(s) to schedule exercises and prepare a work plan including the schedule for year one and year two of the contract identifying facilitator resources within one week of Contract Award. The number of these exercises will be determined by the Project Authority according needs identified during the development and implementation of the TC IMS in consultation with TC regions and coordination with other Federal departments.

- Develop and lead multiple exercise deliveries (in both French and English) to be delivered as part of TC's annual Training Plan which includes the I-series Incident Command System (ICS) courses and Emergency Operations Centre (EOC). Courses are to be delivered as scheduled in TC's Training Plan. These exercise deliveries will represent one-day in-person or virtual sessions for discussion-based exercises and three-day in-person or virtual sessions for operations-based exercises. Additionally, the design and development of the exercises needs to consider modal, multimodal and regional needs and realities related to Emergency Management. The IMS exercising strategy includes TC HQ and Regions and will evolve progressively into the following types of scenarios:
 - Unimodal
 - Multimodal
 - Multiple regions
- Maintain awareness of other departmental and interdepartmental exercises where TC may be participating. Examples of past exercises falling into this category include Operation Nanook, and Exercise Pacific Quake.
- Work very closely with TC subject matter expert(s) to ensure that adequate supports are in place during each exercise delivery.
- Conduct all exercise preparations, deliveries, and debriefing activities including:
 - Exercising concept/plan;
 - Establish exercise objectives in consultation with Project Authority;
 - Lead exercise design and development team meetings;
 - Develop all exercise materials including but not limited to scenarios, participant manuals, controller/simulator manuals, evaluator manuals, Master Scenario Events List (MSEL), etc. for all exercises, in both official languages;
 - Exercise control;
 - Exercise simulation;
 - Exercise evaluation; and
 - Post Exercise reports.
- Liaise with other government departments and key response partners (including but not limited to TC's formal ICS Canada partners and other Federal Departments) to enable and facilitate their engagement and participation.
- Provide exercise participants with a standardized exercise evaluation (developed in consultation with TC) and return completed evaluations along with consolidated feedback to the Project Authority.
- Track and report back to the Project Authority within 5 days after each exercise delivery any noteworthy questions or concerns that come up during exercise delivery regarding TC's use of IMS.
- Document, track, and report back to the Project Authority a complete list of exercise participants for each session (including any non-TC participants).
- Provide for all travel and accommodation requirements for contractor's facilitators for each exercise session, as needed.
- If required by restrictions that may be in place deliver/conduct the exercises in a virtual and potentially distributed (not all participants are in the same geographic location) environment.

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>.
- A number of the TC exercises will include other government departments and include but not limited to TC's formal ICS Canada partners.
- There is a requirement for exercises in both French and English and therefore all associated exercising products, material and training/learning aids to be in both French and English.
- The contractor, in consultation with the Project Authority, if required, will be responsible to identify, provide or establish the virtual and distributed exercise environment for each virtual and, if required, distributed exercise.
- TC will be responsible for the following logistics and coordination:
 - Reserving appropriately equipped rooms;
 - Sending out training invitations and generating participant lists for each exercise session;
 - Requesting confirmation of successful completion of the level of training or experience required to participate in the exercise session; 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.
- Each exercise facilitation will be in accordance with the language requirements outlined in this document.
- The Project Authority will determine when and where a delivery is required, based on participation numbers.
- The Project Authority may at any time identify one or more individuals to become exercise facilitators. Both parties will assess the individual's credentials and determine suitability. Upon agreement, the Contractor will then provide a "train the exercise facilitator" process for each individual requested by the Project Authority or their representative.

5. Delivery Schedule and Locations

All deliverables other than other than exercise deliveries will be submitted to the Project Authority or their 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. Exercise design concept and all the materials utilized for and during the exercise delivery
3. Changes in the exercise materials
4. Reports on noteworthy questions or concerns
5. List of exercise participants
6. Quality findings

Exercise delivery schedule will be adjusted as agreed upon during the initial planning and follow-on coordination meetings based on anticipated needs.

The anticipated start date is May 1, 2021 and all exercises should be facilitated no later than February 28, 2023. The Contractor must facilitate the following exercise sessions:

Table 1: Exercise Delivery Sessions

Exercise Type	Estimated # of Sessions FY 2021 - 2022	Timelines	Language	Estimated Level of effort (including delivery, prep & follow up) but excluding design
One-day workshop (single region single mode)	10 - 20	<ul style="list-style-type: none"> Deliveries across Canada if in person or virtually spread out over the first year of the contract period (FY 2021 – 2022). 	English	30 - 60 days
One-day workshop (single region single mode)	2 - 4	<ul style="list-style-type: none"> Deliveries in Quebec or Ottawa if in person or virtually spread out over the first year of the contract period (FY 2021 – 2022). 	French	6 - 12 days
Total Sessions FY 2021 - 2022 12 - 24			Total Days	36 - 72
Exercise Type	Estimated # of Sessions FY 2022 - 2023	Timelines	Language	Estimated Level of effort (including delivery, prep & follow up) but excluding design
Two-day Tabletop (single region multi modal)	5	<ul style="list-style-type: none"> Deliveries across Canada if in person or virtually spread out over the second year of the contract period (FY 2022 – 2023). 	English	20 days
Two-day Tabletop (single region multi modal)	1 - 2	<ul style="list-style-type: none"> Deliveries in Quebec or Ottawa if in person or virtually spread out over the second year of the contract period (FY 2021 – 2022). 	French	4 - 8 days
Total Sessions FY 2022 - 2023 6 - 7			Total Days	24 - 28
For each of the two option periods (Option period 1 - FY 2023 – 2024 and Option period 2 - FY 2024 – 2025)				
Exercise Type	Estimated # of Sessions	Timelines	Language	Estimated Level of effort (including delivery, prep & follow up)
Two-day Tabletop (single region multi modal)	5	<ul style="list-style-type: none"> Deliveries across Canada if in person or virtually spread out over the second year of the contract period (FY 2022 – 2023). 	English	20 days
Two-day Tabletop (single region multi modal)	1 - 2	<ul style="list-style-type: none"> Deliveries in Quebec or Ottawa if in person or virtually spread out over the second year of the contract period (FY 2021 – 2022). 	French	4 - 8 days

Total Sessions		Total Days	24 - 28
Each FY 2023 - 2024			
and FY 2024 – 2025	6 - 7		

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.

In-person exercise deliveries will be restricted to the following locations:

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

Table 2: Anticipated deliveries per region

Discussion Based Exercises (FY –2021-2022)				
Region/Regional Audience if Virtual	Minimum		Maximum	
	English	French	English	French
NCR (Ottawa)				
ONT (Toronto and/or Mississauga and/or Sarnia)	10 one-day single mode Workshops (2 Workshops per region other than QUE)	2 one-day single mode Workshop (2 two-day Workshop in QUE region)	20 one-day single mode Workshops (4 Workshops per region other than QUE)	4 one-day single mode Workshops (two in QUE region and possibly two in NCR)
ATL (Halifax/Dartmouth and/or Moncton)				
PAC (Vancouver)				
PNR (Edmonton and/or Winnipeg)				
QUE (French) (Dorval and/or Quebec)				
Subtotal	10	2	20	4
Total	12		24	

Discussion Based Exercises (FY –2022-2023)				
Region/Regional Audience if Virtual	Minimum		Maximum	
	English	French	English	French
NCR (Ottawa)				
ONT (Toronto and/or Mississauga and/or Sarnia)	5 two-day Table-top (1 two-day Table-top per region other than QUE)	1 two-day Table-top (in QUE region)	5 two-day Table-top (1 two-day Table-top per region other than QUE)	2 two-day Table-top (one in QUE region and possibly one in NCR)
ATL (Halifax/Dartmouth and/or Moncton)				
PAC (Vancouver)				
PNR (Edmonton and/or Winnipeg)				
QUE (French) (Dorval and/or Quebec)				
Subtotal	5	1	5	2
Total	6		7	

Discussion Based Exercises (Option period 1 FY 2023 - 2024)				
Region/Regional Audience if Virtual	Minimum		Maximum	
	English	French	English	French
NCR (Ottawa)	1 two-day Table-top per region other than QUE	1 two-day Table-top (in QUE region)	1 two-day Table-top per region other than QUE	2 two-day Table-top (one in QUE region and possibly one in NCR)
ONT (Toronto and/or Mississauga and/or Sarnia)				
ATL (Halifax/Dartmouth and/or Moncton)				
PAC (Vancouver)				
PNR (Edmonton and/or Winnipeg)				
QUE (French) (Dorval and/or Quebec)				
Subtotal	5	1	5	2
Total	6		7	

Discussion Based Exercises (Option period 2 FY 2024 - 2025)				
Region/Regional Audience if Virtual	Minimum		Maximum	
	English	French	English	French
NCR (Ottawa)	5 two-day Table-top (1 two-day Table-top per region other than QUE)	1 two-day Table-top (in QUE region)	5 two-day Table-top (1 two-day Table-top per region other than QUE)	2 two-day Table-top (one in QUE region and possibly one in NCR)
ONT (Toronto and/or Mississauga and/or Sarnia)				
ATL (Halifax/Dartmouth and/or Moncton)				
PAC (Vancouver)				
PNR (Edmonton and/or Winnipeg)				
QUE (French) (Dorval and/or Quebec)				
Subtotal	5	1	5	2
Total	6		7	

6. Cancellation and Rescheduling of Exercise Sessions

6.1 Cancellation

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

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

6.2 Rescheduling

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

- the location of deliveries;
 - the language of deliveries; or
 - the dates of the deliveries.
-
- a. If the Department reschedules an exercise up to 15 calendar days before the planned start date, there will be no cost to the Department.
 - b. If the Department reschedules an exercise 14 to 6 calendar days before the planned start date, the Department will reimburse the Contractor 15% of the unit price of the exercise.
 - c. If the Department reschedules an exercise 5 or less calendar days before the planned start date, the Department will reimburse the Contractor 25% of the unit price of the exercise.

7. Travel and Living

Travel and living costs for Contractor personnel are included in the firm price for the delivery of the exercises, and no additional payments will be made for travel and living expenses.

8. Acceptance

The Contractor must monitor the quality of the exercise 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 may review this documentation and require further action should it identify any deficiencies in the delivery of the exercise facilitated.

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:

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

9. Constraints

For the initial period of the contract, it is anticipated that all exercises deliveries will be completed by February 28, 2023 and all other deliverables such as exercise reports and invoices must be received by TC by March 12, 2023.

10. Security Clearance

There are no security requirements for this Contract. The Contractor's personnel/facilitators will be escorted at all times if they are delivering training on-site at TC facilities.

11. Language Requirements

Exercise facilitation must be provided in both official languages. While most of the sessions will be conducted in English, at least two of the proposed resources must be capable of facilitating exercises in French.

Contractor resources facilitating English exercises must be able to communicate effectively in English both orally and in writing at or above the Advanced Professional Proficiency level stated below. The resources identified to facilitate French exercises 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/ifait-iaeci/test_levels-niveaux.aspx?lang=eng.

12. WORK LOCATION

In-person exercise delivery will be conducted in facilities provided by TC in the city designated for each exercise session. Exercise 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.

If any restrictions are in place that inhibit, prevent or prohibit in-person exercise delivery/conduct the delivery/conduct will be in a virtual and potentially distributed (not all participants are in the same geographic location) environment.

ANNEX "B" – BASIS OF PAYMENT

Firm Price Per Exercise: The Contractor will be paid a firm per exercise, FOB Destination, customs duty included, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) extra, in accordance with the following Tables 1 to 6, Basis of Payment, for work performed in accordance with the Contract.

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.

The total estimated cost that will be used for evaluation purposes, will be the higher of the total in-person delivery costs (tables 1, 3, and 5) or virtual (tables 2, 4, and 6) delivery costs.

Table 1: BASIS OF PAYMENT - IN-PERSON DELIVERY, INITIAL CONTRACT PERIOD

INITIAL CONTRACT PERIOD: CONTRACT AWARD TO March 31, 2023										
A	B	C	D	E	F	G	H	I	J	K
In-person Course Location	Workshop Estimated Max Usage	Firm Unit Price One-day workshop (single mode) in English	Extended Price One-day workshop (single mode) in English (B x C = D)	Firm Unit Price One-day workshop (single mode) in French	Extended Price One-day workshop (single mode) in French (B x E = F)	Table-top Estimated Max Usage	Firm Unit Price Tabletop (multimodal) in English	Extended Price Tabletop (multimodal) in English (G x H = I)	Firm Unit Price Tabletop (multimodal) in French	Extended Price Tabletop (multimodal) in French (G x J = K)
Atlantic Region (Halifax and/or Moncton)	4	\$_____	\$_____	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Quebec Region (Dorval and/or Quebec City)	4	N/A	N/A	\$_____	\$_____	1	N/A	N/A	\$_____	\$_____
National Capital Region (Ottawa)	4	\$_____	\$_____	N/A	N/A	1	\$_____	\$_____	\$_____	\$_____
Ontario Region (Toronto, Mississauga and/or Sarnia)	4	\$_____	\$_____	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Prairie and Northern Region (Edmonton and/or Winnipeg)	4	\$_____	\$_____	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Pacific Region (Vancouver)	4	\$_____	\$_____	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Column Total			\$_____		\$_____			\$_____		\$_____
Total Table 1 (Total of Column D + Column F + Column I + Column K):										\$_____

Table 2: BASIS OF PAYMENT - VIRTUAL DELIVERY, INITIAL CONTRACT PERIOD

INITIAL CONTRACT PERIOD: <u>CONTRACT AWARD TO March 31, 2023</u>										
A	B	C	D	E	F	G	H	I	J	K
In-person Course Location	Workshop Estimated Max Usage	Firm Unit Price One-day workshop (single mode) in English	Extended Price One-day workshop (single mode) in English (B x C = D)	Firm Unit Price One-day workshop (single mode) in French	Extended Price One-day workshop (single mode) in French (B x E = F)	Table-top Estimated Max Usage	Firm Unit Price Tabletop (multimodal) in English	Extended Price Tabletop (multimodal) in English (G x H = I)	Firm Unit Price Tabletop (multimodal) in French	Extended Price Tabletop (multimodal) in French (G x J = K)
Atlantic Region (Halifax and/or Moncton)	4	\$_____	\$_____	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Quebec Region (Dorval and/or Quebec City)	4	N/A	N/A	\$_____	\$_____	1	N/A	N/A	\$_____	\$_____
National Capital Region (Ottawa)	4	\$_____	\$_____	N/A	N/A	1	\$_____	\$_____	\$_____	\$_____
Ontario Region (Toronto, Mississauga and/or Sarnia)	4	\$_____	\$_____	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Prairie and Northern Region (Edmonton and/or Winnipeg)	4	\$_____	\$_____	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Pacific Region (Vancouver)	4	\$_____	\$_____	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Column Total			\$_____		\$_____			\$_____		\$_____
Total Table 2 (Total of Column D + Column F + Column I + Column K):										\$_____

Table 3: BASIS OF PAYMENT - IN-PERSON DELIVERY, OPTION PERIOD 1

OPTION PERIOD 1: <u>April 1, 2023 TO March 31, 2024</u>								
A	B	C	D	E	F	G	H	I
In-person Course Location	Workshop Estimated Max Usage	Firm Unit Price One-day workshop (single mode) in English	Firm Unit Price One-day workshop (single mode) in French	Table-top Estimated Max Usage	Firm Unit Price Tabletop (multimodal) in English	Extended Price Tabletop (multimodal) in English (E x F =G)	Firm Unit Price Tabletop (multimodal) in French	Extended Price Tabletop (multimodal) in French (E x H = I)
Atlantic Region (Halifax and/or Moncton)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Quebec Region (Dorval and/or Quebec City)	N/A	N/A	N/A	1	N/A	N/A	\$_____	\$_____
National Capital Region (Ottawa)	N/A	N/A	N/A	1	\$_____	\$_____	\$_____	\$_____
Ontario Region (Toronto, Mississauga and/or Sarnia)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Prairie and Northern Region (Edmonton and/or Winnipeg)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Pacific Region (Vancouver)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Column Total						\$_____		\$_____
Total Table 3 (Total of Column G + Column I):								\$_____

Table 4: BASIS OF PAYMENT - VIRTUAL DELIVERY, OPTION PERIOD 1

OPTION PERIOD 1: <u>April 1, 2023 TO March 31, 2024</u>								
A	B	C	D	E	F	G	H	I
In-person Course Location	Workshop Estimated Max Usage	Firm Unit Price One-day workshop (single mode) in English	Firm Unit Price One-day workshop (single mode) in French	Table-top Estimated Max Usage	Firm Unit Price Tabletop (multimodal) in English	Extended Price Tabletop (multimodal) in English (E x F =G)	Firm Unit Price Tabletop (multimodal) in French	Extended Price Tabletop (multimodal) in French (E x H = I)
Atlantic Region (Halifax and/or Moncton)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Quebec Region (Dorval and/or Quebec City)	N/A	N/A	N/A	1	N/A	N/A	\$_____	\$_____
National Capital Region (Ottawa)	N/A	N/A	N/A	1	\$_____	\$_____	\$_____	\$_____
Ontario Region (Toronto, Mississauga and/or Sarnia)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Prairie and Northern Region (Edmonton and/or Winnipeg)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Pacific Region (Vancouver)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Column Total						\$_____		\$_____
Total Table 4 (Total of Column G + Column I):								\$_____

Table 5: BASIS OF PAYMENT - IN-PERSON DELIVERY, OPTION PERIOD 2

OPTION PERIOD 2: <u>April 1, 2024 TO March 31, 2025</u>								
A	B	C	D	E	F	G	H	I
In-person Course Location	Workshop Estimated Max Usage	Firm Unit Price One-day workshop (single mode) in English	Firm Unit Price One-day workshop (single mode) in French	Table-top Estimated Max Usage	Firm Unit Price Tabletop (multimodal) in English	Extended Price Tabletop (multimodal) in English (E x F =G)	Firm Unit Price Tabletop (multimodal) in French	Extended Price Tabletop (multimodal) in French (E x H = I)
Atlantic Region (Halifax and/or Moncton)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Quebec Region (Dorval and/or Quebec City)	N/A	N/A	N/A	1	N/A	N/A	\$_____	\$_____
National Capital Region (Ottawa)	N/A	N/A	N/A	1	\$_____	\$_____	\$_____	\$_____
Ontario Region (Toronto, Mississauga and/or Sarnia)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Prairie and Northern Region (Edmonton and/or Winnipeg)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Pacific Region (Vancouver)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Column Total						\$_____		\$_____
Total Table 5 (Total of Column G + Column I):								\$_____

Table 6: BASIS OF PAYMENT - VIRTUAL DELIVERY, OPTION PERIOD 2

OPTION PERIOD 2: <u>April 1, 2024 TO March 31, 2025</u>								
A	B	C	D	E	F	G	H	I
In-person Course Location	Workshop Estimated Max Usage	Firm Unit Price One-day workshop (single mode) in English	Firm Unit Price One-day workshop (single mode) in French	Table-top Estimated Max Usage	Firm Unit Price Tabletop (multimodal) in English	Extended Price Tabletop (multimodal) in English (E x F =G)	Firm Unit Price Tabletop (multimodal) in French	Extended Price Tabletop (multimodal) in French (E x H = I)
Atlantic Region (Halifax and/or Moncton)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Quebec Region (Dorval and/or Quebec City)	N/A	N/A	N/A	1	N/A	N/A	\$_____	\$_____
National Capital Region (Ottawa)	N/A	N/A	N/A	1	\$_____	\$_____	\$_____	\$_____
Ontario Region (Toronto, Mississauga and/or Sarnia)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Prairie and Northern Region (Edmonton and/or Winnipeg)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Pacific Region (Vancouver)	N/A	N/A	N/A	1	\$_____	\$_____	N/A	N/A
Column Total						\$_____		\$_____
Total Table 6 (Total of Column G + Column I):								\$_____

Table 7: SUMMARY TABLE - TOTAL COST FOR EVALUATION

Total Table 1: In-Person Delivery, Initial Contract Period	\$ _____
Total Table 3 In-Person Delivery, Option Period 1	\$ _____
Total Table 5: In-Person Delivery, Option Period 2	\$ _____
Grand Total IN-PERSON DELIVERY (Total Table 1 + Total Table 3 + Total Table 5)	\$ _____ IN-PERSON DELIVERY
Grand Total Table 2: Virtual Delivery, Initial Contract Period	\$ _____
Grand Total Table 4: Virtual Delivery, Option Period 1	\$ _____
Grand Total Table 4: Virtual Delivery, Option Period 2	\$ _____
Grand Total VIRTUAL DELIVERY (Total Table 2 + Total Table 4 + Total Table 6)	\$ _____ VIRTUAL DELIVERY

The cost to be used for evaluation purposes will be the greater of the total estimated in-person delivery costs (total of tables 1, 3, and 5) or the total estimated virtual delivery costs (total of tables 2, 4, and 6).

ANNEX “C” – EVALUATION CRITERIA

EVALUATION PROCEDURES AND BASIS OF SELECTION

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, 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)	Referenced Section/Page in Bidder’s Proposal
M1	<p>Understanding the Requirement.</p> <p>The Bidder must demonstrate that it is capable of providing the required services necessary to satisfy this requirement as detailed in Section 3 of the Statement of Work (SOW). The proposal must include a project overview plan that shows the Bidder can deliver at least 12 discussion-based (Workshop) exercises in FY 21/22 and 6 discussion-based (Table-top) exercises in FY 22/23 in the various regions and within the anticipated timeframe in accordance with Section 5 of the SOW.</p>		
M2	<p>EM Exercise Design and Delivery Capability and Experience.</p> <p>The Bidder must demonstrate capability and a minimum of five years’ experience in designing and delivering various types of emergency management exercises (as outlined in Section 3 of the SOW) to federal government departments, agencies or organization in both English and French.</p>		
M3	<p>Endorsement as a qualified ICS Canada Instructor.</p> <p>The bidder must demonstrate that at least one of the proposed exercise delivery team members is qualified by an ICS Canada Authority Having Jurisdiction in a province or territory, or by an ICS Canada Agency Authority Having Jurisdiction to instruct ICS I-300 and I-400. A copy of a letter, certification or other proof issued by the appropriate authority must be attached to the proposal.</p>		

Point Rated Technical Criteria

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

The Bidder must include the following table in its proposal indicating the amount of experience how the proposal meets the rated criteria for each and provide the name of the organization(s) or federal government department for which the exercise program or exercises were designed, developed or delivered and the contact information for each organization or federal department or agency to obtain a client evaluation of the service provided by the Bidder.

Item	Rated Requirement	Points	Max Points	Referenced Section/Page in Bidder's Proposal
R1	<p>EM Exercise Program Design Capability and Experience - General</p> <p>The Bidder must demonstrate experience in designing and delivering various types of Emergency Management Exercises within the last five years.</p>	One (1) point will be awarded for each example in the last five (5) years to a maximum of five (5) points. (see note below)	/5	
R2	<p>EM Exercise Delivery Capability and Experience - Language</p> <p>The Bidder must demonstrate experience in designing and delivering various types of Emergency Management exercises in both English and French within the last five years.</p>	One (1) point will be awarded for each example in the last five (5) years to a maximum of five (5) points. (see note below)	/5	
R3	<p>EM Exercise Delivery Capability and Experience – Government of Canada</p> <p>The Bidder must demonstrate experience in facilitating/delivering various types of emergency management exercises as outlined in Section 3 of the SOW to the Government of Canada in both English and French within the last five years.</p>	One (1) point will be awarded for each example in the last five (5) years to a maximum of five (5) points. (see note below)	/5	

Note: Each cited project/example should include the following information:

- the name of the client organization and current contact information;
- the type and dates/duration of the exercise;
- a brief description of the scope and scale of the service provided and the number of exercise participants;
- the extent to which the services were provided on-time, on-budget and in accordance with the established project; and
- resources/personnel involved and their role.

The client reserves the right to contact the named reference to verify the accuracy of the information provided by the Bidder.

Rated Requirement	Maximum Technical Score	Minimum Technical Score Required	Bidder's Score	Minimum Score Met
R1 - EM Exercise Program Design Capability and Experience - General	5	4		
R2 - EM Exercise Delivery Capability and Experience - Language	5	2		
R3 - EM Exercise Delivery Capability and Experience – Government of Canada	5	2		
Total Rated Requirement Score	15	8		

Basis of Selection

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**

ANNEX "D" to PART 3 OF THE BID SOLICITATION - ELECTRONIC PAYMENT INSTRUMENTS

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

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

**ANNEX “E” - COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS
AND/OR OWNERS OF THE BIDDER**

Complete Legal Name of Supplier: _____

Supplier Address: _____

Supplier Procurement Business Number (PBN): _____

NOTE TO BIDDERS: WRITE DIRECTORS' AND/OR OWNERS' SURNAMES AND GIVEN NAMES

NAME	JOB TITLE / POSITION

Include additional names on a separate sheet if required.