

SENATE



SÉNAT

CANADA

## REQUEST FOR PROPOSAL (RFP)

**Subject:**

### Prevention of Harassment and Violence in the Workplace e-Learning Training Services

For further details, please refer to the Statement of Work attached as Annex "A" of this document.

**Issue Date:**

July 8, 2021

**Closing Date and Time:**

July 29, 2021 at 11:00 am EDT

**RFP No:**

SEN-015 21/22

### SENATE INFORMATION

**For all enquiries the contracting authority is:**

**Contact:** Kelly Shields  
**Title:** Senior Procurement Officer  
**Address:** 40 Elgin Street, Room 1163  
 Ottawa, ON K1A 0A4, Canada  
**Telephone no:** 613-995-8888  
**E-mail:** [Proc-appr@sen.parl.gc.ca](mailto:Proc-appr@sen.parl.gc.ca)

Bids can be delivered by **e-mail only** to the address of the contracting authority below.

**E-mail:** [Proc-appr@sen.parl.gc.ca](mailto:Proc-appr@sen.parl.gc.ca)

**PLEASE MARK ALL CORRESPONDANCE WITH THE RFP NUMBER INDICATED ABOVE.**

### BIDDER SIGNATURE BLOCK

The bidder offers and agrees to provide the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document, the services listed herein and on any attachment at the prices (s) set out, therefore.

The bidder must have the legal capacity to contract. If the bidder is a sole proprietorship, a partnership or a corporate body, the bidder must provide, if requested by the contracting authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to bidders submitting a bid as a joint venture.

Name of Firm:

Name of Representative:

Authorized Signature:

Date:

Position Title:

Email Address:

Telephone Number:

Fax Number:

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The RFP is divided into six (6) parts, four (4) 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 RFP;
- 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      Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract, the Annexes, Basis of Payment, and any other annexes;
- Part 6      Terms of Work and Payment;
- Annex A    Statement of Work;
- Annex B    Basis of Payment;
- Annex C    Language Proficiency;
- Annex D    Direct Deposit Form;

### 2. Summary

- I. The Senate of Canada (Senate) is seeking to establish a contract for the Prevention of Harassment and Violence in the Workplace e-learning Training Services - design and development of an online training course for Senators and Senate of Canada employees as defined in Annex "A" - Statement of Work from **signature of contract to January 31, 2025**, with the option to extend by up to one (1) additional one (1) year period under the same conditions.

### 3. Debriefings

- I. Bidders may request a debriefing on the results of the RFP process. Bidders should make the request to the contracting authority within **five (5) working days** of receipt of the results of the RFP process. The debriefing may be in writing, by telephone or in person.

### 4. Bid Submission Language

Submissions will be accepted in either English or French.

### 5. Key Terms and Definitions

Terms	Definitions
Account Manager	Employee of the contractor who manages the relationship between the Senate of Canada and the contractor.
Bidder	Person or entity submitting a bid to perform a contract for the purchase of services. It does not include the parent, subsidiaries or other affiliates of the bidder, or its subcontractors.
Contract Price	Amount expressed in the contract to be payable to the contractor for the finished work.
Contracting Authority	Person designated in this RFP and any resulting contract, or by notice to the bidder, to act as the representative of the Senate of Canada in any resulting contract.
SOW	Whole of the goods/services, materials, matters and things required to be done, furnished and performed in order to carry out the contract, including all services to be delivered.
Responsive Bid	Bid that complies with the RFP and all prescribed requirements.

## PART 2 – BIDDER INSTRUCTIONS

### 1. Prelude

- I. The Senate of Canada invites “bidders” to respond to this Request for Proposal (RFP) to provide Prevention of Harassment and Violence in the Workplace e-learning Training services as described in Annex “A” – Statement of Work (SOW) set forth in this RFP.

### 2. Signature Requirement

- I. Page 1 of this RFP must be completed, signed, dated and returned with your mandatory requirements bid thereby acknowledging having read, understood and accepted the complete bid package and all addendums issued.
- II. The Chief Executive Officer or a designate that has been authorized to commit the bidder to contracts must sign the RFP.
- III. Failure to sign the cover page may result in the disqualification of the bid.

### 3. Irrevocable Bids

- I. Bids will remain open for acceptance for a period of not less than **ninety (90) days** from the closing date of the RFP.
- II. The Senate of Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of **five (5) days** before the end of the bid validity period. If the extension is accepted by all responsive bidders, the Senate of Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, the Senate of Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the bid.

### 4. Cost Related to the Preparation of Bids

- I. No direct or indirect payment will be made for costs that may be incurred relative to the preparation or submission of a bid in response to this RFP. All electronic documents shall become the property of the Senate of Canada and will not be returned.

### 5. Joint Venture

- I. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred to as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
  - a. the name of each member of the joint venture;
  - b. the Procurement Business Number of each member of the joint venture;
  - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
  - d. the name of the joint venture, if applicable.
- II. If the information is not clearly provided in the bid, the bidder must provide the information on request from the contracting authority.
- III. The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The contracting authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFP and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally liable for the performance of any resulting contract.

### 6. Enquiries and Communications

- I. The contracting authority for all enquiries and other communications regarding this RFP is stated on the cover page of this document. All communications or enquiries must be directed **ONLY** to this person. Non-compliance with this condition for that reason alone may result in the disqualification of the bidder’s bid.

- II. Enquiries regarding this RFP must be received by e-mail at: [Proc-Appr@sen.parl.gc.ca](mailto:Proc-Appr@sen.parl.gc.ca) by the contracting authority **no later than July 19, 2021 at 11:00 am EDT**. Enquiries received after that time may not be answered. Bidders should reference as accurately as possible the numbered item of the RFP to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable the Senate of Canada to provide an accurate answer. 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 the Senate of Canada determines that the enquiry is not of a proprietary nature. The Senate of Canada may edit the question(s), or may request that the bidder do so, in order to remove the proprietary elements of the question(s), and the enquiry can be answered for all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by the Senate of Canada.
- III. To ensure the equality of information among bidders, answers to enquiries which are relevant to the RFP will be provided to all bidders simultaneously via buyandsell without revealing the sources of the inquiry.

## 7. Provision of False or Incorrect Information

- I. The Senate of Canada will reject any bids found to contain false, incorrect or misleading information. It is the responsibility of the bidder to ensure that all information provided is accurate, clear and easily understood. Furthermore, the Senate of Canada may refer cases of fraudulent misrepresentation to the Royal Canadian Mounted Police for potential criminal investigation.

## 8. Price Justification

- I. In the event that only a single responsive bid is received, the bidder must provide any price justification document(s) requested by the Senate. Price justification documents may include one or more of the following:
  - a. a copy of paid invoices for similar services provided to other clients;
  - b. a price breakdown showing the cost of direct labour and profit; and
  - c. price or rate certifications.

## 9. Conflict of Interest – Unfair Advantage

- I. In order to protect the integrity of the procurement process, bidders are advised that the Senate of Canada may reject a bid in the following circumstances:
  - a. if the bidder, any of its affiliates or subcontractors, any of their respective employees or former employees were involved in any manner in the preparation of the RFP or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the bidder, any of its affiliates or subcontractors, any of their respective employees or former employees had access to information related to the RFP that was not available to other bidders and that would, in the Senate’s opinion, give or appear to give the bidder an unfair advantage.
- II. The experience acquired by a bidder who is providing or has provided the services described in the RFP (or similar services) will not, in itself, be considered by the Senate as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.
- III. Where the Senate intends to reject a bid under this section, the contracting authority will inform the bidder and provide them with an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the contracting authority before bid closing. By submitting a bid, the bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The bidder acknowledges that it is within the Senate’s sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

## 10. Ownership of RFP documents

- I. This RFP and all supporting documentation have been prepared by the Senate and remain the sole property of the Senate, Ottawa, Canada. The information is provided to the bidder solely for its use in connection with the preparation of a response to this RFP and shall be considered to be proprietary and confidential information of the Senate. These documents are not to be reproduced, copied, loaned or otherwise disclosed directly or indirectly, to any third party except those of its

employees having a need to know for the preparation of the bidders response, and the bidder further agrees not to use them for any purpose other than that for which they are specifically furnished.

## 11. Funding Approvals

- I. Bidders should note that all contract awards are subject to the Senate of Canada's internal approval process which includes the requirement of obtaining internal approvals should funding requirements exceed internal budgets for any proposed contract. Despite the fact that a bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to the Senate of Canada's internal policies. If approval is not granted, a contract cannot be awarded.

## 12. Applicable Laws

- I. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Ontario**.

## 13. Level of Security

- I. In accordance with the Senate Accreditation Policy a valid security clearance is a condition of any Senate contract and is required for all individuals with whom the Senate may need to share or provide access to sensitive or classified information, assets, or facilities.
- II. The Contractor shall ensure that before any work can be undertaken for the Senate, all individuals, including affiliates and subcontractors working on any resulting contract(s) must undergo the Senate security screening process and successfully obtain a Senate security clearance at the level of "Site Access", or, have successfully obtained an equivalent or higher security status under the security policy of another Canadian legislature or governmental institution recognized by the Senate. Equivalent security status or clearances must be approved by the Senate prior to the initiation of any work.
- III. Individuals that do not hold a valid security clearance at the level of "Site Access" by a recognized institution must undergo the Senate security screening process and successfully obtain a Senate security clearance at the required level.
- IV. A financial inquiry may be performed as part of the security screening process to assess whether an individual poses a security risk on the basis of financial pressure or history of poor financial responsibility. The inclusion of a financial inquiry in a security screening is determined on a case-by-case basis and is based on the types of duties or tasks being performed by the individual at the Senate.
- V. The Senate reserves the right to raise the required level of a security clearance as needed.

## PART 3 – BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

The Senate of Canada requests that bidders provide their bid in separate electronic files in a single transmission as follows:

File I: Mandatory Criteria (one soft copy in PDF format) and Page 1 of the RFP signed

File II: Technical Bid (one soft copy in PDF format)

File III: Financial Bid – Annex “B” – Basis of Payment (one soft copy in PDF format)

File IV: Annex «D» - Direct Deposit Form (one soft copy in PDF format)

The Senate of Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- a. Use a numbering system that corresponds to the RFP.

Bidders must quote the RFP number as part of the subject line in their bid submission.

Prices must appear in the financial bid only. **Prices indicated in any other section of the bid will result in the disqualification of the bid.**

The Senate of Canada will not be responsible for any failure attributable to the transmission or receipt of the email bid. The Senate of Canada will send a confirmation email to the bidders when the submission is received.

#### **File I: Mandatory Criteria**

- I. In the Mandatory Criteria Section of their bid, bidders should clearly indicate how they meet each of the Mandatory Criteria outlined in Part 4 – Evaluation Procedures and Basis of Selection.

#### **File II: Technical Bid**

- I. In their Technical Bid, bidders should demonstrate their understanding of the requirements contained in the RFP 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.
- II. 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 RFP is not sufficient. In order to facilitate the evaluation of the bid, the Senate of 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.

#### **File III: Financial Bid - Annex “B” – Basis of Payment**

- I. Pricing must include all requirements as set forth in the RFP.
- II. Bidders must submit their Financial Bid, in Canadian funds, in accordance with Annex “B” - Basis of Payment.

#### **File IV: Annex “D” – Direct Deposit Form**

- I. Bidders must complete, sign and return Annex “D” – Direct Deposit Form with their bid.



## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- I. Bids will be assessed in accordance with the entire requirement of the RFP, including the mandatory criteria, technical criteria and financial bid.
- II. The Senate of Canada shall conduct the RFP process in a fair manner and will treat all bidder's equally. Objective standards and evaluation criteria will be applied uniformly to all bidders.
- III. An evaluation team composed of representatives of the Senate of Canada will evaluate the bids.
- IV. It is the responsibility of the bidder to ensure that their bid is clear and complete. The Senate of Canada reserves the right to contact any bidder during the evaluation of bids to obtain clarifications. If the Senate of Canada seeks clarification or verification from the bidder about its bid, the bidder will have **two (2) working days** (or a longer period if specified in writing by the contracting authority) to provide the necessary information to the Senate of Canada. Failure to meet this deadline will result in the bid being declared non-responsive and will receive no further consideration.

### 2. Basis of Selection

A bid must comply with all the requirements of the RFP. If it is determined that a bid does not comply with any of the requirements of the RFP, such bid will be deemed non-responsive and will not be given further consideration.

The evaluation and selection process will be conducted in the following phases:

- Phase 1 – Mandatory Criteria
- Phase 2 – Technical Merit – Rated Evaluation
- Phase 3 – Virtual Interview – Rated Evaluation
- Phase 4 – Determination of Highest-Ranked Bidder

#### **Phase 1 – Mandatory Criteria**

In Phase 1, all bids will be evaluated for their compliance with the mandatory criteria. Any bid that fails to meet any of the mandatory criteria will be deemed non-responsive and will not be given further consideration.

#### **Phase 2 – Technical Merit - Rated Evaluation**

In Phase 2, the bids that are deemed responsive in Phase 1 will be evaluated against the rated technical criteria. If any Phase 2 bid does not obtain the required minimum overall points for the technical evaluation criteria, such bid will not be given further consideration.

#### **Phase 3 – Presentation**

In Phase 3, the top three (3) responsive bidders after the completion of Phases 1 and 2 will be invited to a virtual presentation. (The evaluation criteria will be communicated to those bidders at a later date.) Bids that do not obtain the required minimum overall points for the presentation will not be given further consideration.

#### **Phase 4 – Determination of Highest-Ranked Bidder**

A combined evaluation score for those bids deemed responsive in Phases 1, 2 and 3 will be determined in accordance with the following formula:

$$\begin{array}{r}
 \text{Total Technical + Interview} \\
 \text{Rating x 70} \\
 \text{-----} + \text{-----} = \text{Combined Total Score} \\
 \text{Maximum Number of Points} \quad \text{Bidder's price}
 \end{array}$$

Ties between bids will be settled by a coin toss.

### 3. Mandatory Criteria (Phase 1)

- I. Bidders must ensure full compliance with the mandatory requirements as described in the table found below. Failure to clearly demonstrate full compliance or provide supporting documentation will result in the disqualification of the bid.
- II. Bidders must include the Mandatory Criteria table as an Appendix in their bid and ensure that the page and paragraph number in the bidders' bid is indicated in the column entitled "Cross Reference" for all mandatory information included.
- III. Bidders **must meet all the mandatory requirements** of the RFP. No further consideration will be given to bidders not meeting all the mandatory criteria.

The mandatory criteria are:

MANDATORY CRITERIA TABLE			
Mandatory Criteria	Submission Requirements	Met / Not Met	Cross Reference
<p><b>M1. Bidder's Expertise and Experience in e-learning Course Design</b></p> <p>The bidder must demonstrate that they possess the expertise, skills and in-house knowledge to develop high quality, professional, modern and interactive custom e-learning courses. Specifically, the bidder must demonstrate that they possess:</p> <ul style="list-style-type: none"> <li>at least <b>five (5) years</b> of experience, from the bid closing date, providing e-learning product development services similar in scope and complexity to the work described in Annex "A" - Statement of Work.</li> </ul>	<p>In order to meet this mandatory criterion, the bidder must provide the following:</p> <ul style="list-style-type: none"> <li>a statement indicating compliance with the mandatory criterion; and</li> <li>a brief statement describing how the nature of works completed by the bidder are similar in scope and complexity to the services requested in the Annex "A" – Statement of Work.</li> </ul> <p>All information requested must be provided under Mandatory Criteria (M1) in your submission.</p> <p>Failure to provide this information will result in your bid being given no further consideration.</p>		
<p><b>M2. Bidder's e-learning Learning Management System Platform (LMS)</b></p> <p>The bidder must demonstrate that they have the ability and infrastructure to publish, host and manage the type of e-learning course described in Annex "A" – Statement of Work, via a modern and dependable e-learning Platform and/or Learning Management System.</p>	<p>In order to meet this Mandatory requirement, the bidder must provide the following:</p> <ul style="list-style-type: none"> <li>a statement confirming compliance with the mandatory criterion.</li> </ul> <p>All information requested must be provided under Mandatory Criterion (M2) in your submission.</p> <p>Failure to provide the information specified will result in your bid being given no further consideration.</p>		

MANDATORY CRITERIA TABLE			
Mandatory Criteria	Submission Requirements	Met / Not Met	Cross Reference
<p><b>M3. Virtual Meetings</b></p> <p>The bidder must have the ability to hold secure, virtual meetings using Zoom or Microsoft Teams.</p>	<p>In order to meet this Mandatory requirement, the bidder must provide the following:</p> <ul style="list-style-type: none"> <li>a statement confirming compliance with the mandatory criterion.</li> </ul> <p>All information requested must be provided under Mandatory Criterion (M3) in your submission.</p> <p>Failure to provide the information specified will result in your bid being given no further consideration.</p>		
<p><b>M4. Bilingualism</b></p> <p>The bidder must be able to provide services, documents and products in both official languages (English and French). All aspects of the LMS/e-learning platform must also be fully bilingual, including any interface with users.</p>	<p>In order to meet this Mandatory requirement, the bidder must provide the following:</p> <ul style="list-style-type: none"> <li>a statement indicating compliance with the mandatory requirement.</li> </ul> <p>This information must be provided under Mandatory Criterion (M4) in your submission.</p> <p>Failure to provide the information specified will result in your bid being given no further consideration.</p>		
<p><b>M5. Principal Resource</b></p> <p>The bidder must designate a principal resource, who will act as the main point of contact for all matters related to the requested services. The proposed principal resource must meet the Advanced language proficiency level as described in Annex "C" - Language Proficiency (Advanced) in both official languages.</p> <p>The principal resource must possess at <b>least five (5) years of work experience</b> in the provision of similar services, from the bid closing date.</p>	<p>In order to meet this Mandatory requirement, the bidder must provide the following:</p> <ul style="list-style-type: none"> <li>the name and contact information (phone or email) of the principal resource proposed by the bidder to lead this project;</li> <li>a statement indicating compliance with the mandatory criterion;</li> <li>a detailed and current curriculum vitae for the principal resource that includes a detailed summary of relevant work experience and the projects they have undertaken, including the years when such work was completed. The experience can come from various contracts and projects completed in the last five (5) years from the bid closing date.</li> </ul> <p>All information requested must be provided under Mandatory Criterion (M5) in your submission.</p> <p>Failure to provide the information specified will result in your proposal being given no further consideration.</p>		

MANDATORY CRITERIA TABLE			
Mandatory Criteria	Submission Requirements	Met / Not Met	Cross Reference
<p><b>M6. Additional Resource(s)</b></p> <p>The bidder must identify one or more additional resource(s) that must be available to perform the work described in Annex “A” - the Statement of Work.</p> <p>The additional resource(s) must possess <b>at least five (5) years of work experience</b> in the provision of similar services from the bid closing date.</p>	<p>In order to meet this mandatory criterion, the bidder must provide the following:</p> <ul style="list-style-type: none"> <li>name and contact information (phone or email) of the additional resource(s); and</li> <li>a detailed and current curriculum vitae for the additional resource(s) that includes a detailed summary of relevant work experience and the years when such work was completed for the proposed additional resource(s). The experience can come from various contracts and projects completed in the last <b>five (5) years</b> from the bid closing date.</li> </ul> <p>All information requested must be provided under Mandatory Criteria (M6) in your submission.</p> <p>Failure to provide this information will result in your bid being given no further consideration.</p>		
<p><b>M7. References</b></p> <p>The bidder must provide a list of <b>three (3) references</b> involving the Principal Resource and other proposed resources, for whom similar services were provided.</p> <p>The Senate of Canada will contact the project lead for each of the three (3) references provided to confirm that the work was completed in a satisfactory manner.</p> <p>This mandatory criterion will be evaluated under rated criteria R2.</p> <p><b>Note:</b> The Senate of Canada cannot be used as a reference.</p>	<p>In order to meet this mandatory criterion, the bidder must provide the following information for each reference, which will include the following:</p> <ul style="list-style-type: none"> <li>the name of the organization for which the work was performed;</li> <li>the name of the project lead within the organization for which the work was performed;</li> <li>the current email address and/or current telephone number for the project lead;</li> <li>the start and end date of the work performed;</li> <li>a detailed summary of the work performed; and</li> <li>a summary of feedback or evaluation results from the organization for which the work was performed, if available.</li> </ul> <p>All information requested must be provided under Mandatory Criterion (M7) in your submission.</p>		

MANDATORY CRITERIA TABLE			
Mandatory Criteria	Submission Requirements	Met / Not Met	Cross Reference
	Failure to provide this information will result in your bid being given no further consideration.		
<p><b>M8. Bidder's availability</b></p> <p>The bidder must be available to design, develop and deploy the e-learning course, in accordance with the timelines outlined in Annex "A" – Statement of Work.</p>	<p>In order to meet this mandatory criterion, the bidder must provide:</p> <ul style="list-style-type: none"> <li>• a statement indicating compliance with the mandatory criterion.</li> </ul> <p>This information must be provided under Mandatory Criteria (M8) in your submission.</p> <p>Failure to provide this information will result in your bid being given no further consideration.</p>		
<p><b>M9. Information Security – Data Residency</b></p> <p>The bidder must ensure that all Senate data, hard copy or soft copy, including backup copies, will be stored in Canada.</p>	<p>In order to meet this mandatory criterion, the bidder must provide:</p> <ul style="list-style-type: none"> <li>• a statement indicating compliance with the mandatory criterion.</li> </ul> <p>This information must be provided under Mandatory Criteria (M9) in your submission.</p> <p>Failure to provide this information will result in your bid being given no further consideration.</p>		
<p><b>M10. Data Loss Notification</b></p> <p>The bidder must provide assurances that any loss of Senate data resulting from error or data breach will immediately be communicated to the Senate of Canada and addressed by the bidder.</p>	<p>In order to meet this mandatory criterion, the bidder must provide:</p> <ul style="list-style-type: none"> <li>• a statement indicating that the bidder will communicate the data loss to the Senate of Canada as soon as possible, but no later than twenty-four (24) after becoming aware such occurrence.</li> <li>• a statement indicating that in the event of data loss, the bidder will make every reasonable attempt to recreate any data loss without charge to the Senate of Canada.</li> <li>• a statement indicating the bidder will provide a detailed plan to describe the occurrence and the measures the bidder will take to prevent a future occurrence.</li> </ul> <p>This information must be provided under Mandatory Criteria (M10) in your submission.</p>		

<b>MANDATORY CRITERIA TABLE</b>			
<b>Mandatory Criteria</b>	<b>Submission Requirements</b>	<b>Met / Not Met</b>	<b>Cross Reference</b>
	Failure to provide this information will result in your bid being given no further consideration.		
<p><b>M11. Information Security – Encryption – Data at Rest</b></p> <p>The bidder must ensure all Senate data containing sensitive information, is encrypted. This includes computers, external storage and portable devices.</p>	<p>In order to meet this mandatory criterion, the bidder must provide:</p> <ul style="list-style-type: none"> <li>• a statement indicating compliance with the mandatory criterion.</li> <li>• A description of the bidder's encryption capabilities for sensitive data at rest.</li> </ul> <p>This information must be provided under Mandatory Criteria (M11) in your submission.</p> <p>Failure to provide this information will result in your bid being given no further consideration.</p>		
<p><b>M12. Information Security – Encryption – Data in Transit</b></p> <p>The bidder must ensure all Senate data containing sensitive information, is encrypted, while in transit. This includes any information transfer and electronic correspondence between the Senate, and the bidder.</p>	<p>In order to meet this mandatory criterion, the bidder must provide:</p> <ul style="list-style-type: none"> <li>• a statement indicating compliance with the mandatory criterion;</li> <li>• A description of the bidder's encryption capabilities for sensitive data while in transit.</li> </ul> <p>This information must be provided under Mandatory Criteria (M12) in your submission.</p> <p>Failure to provide this information will result in your bid being given no further consideration.</p>		
<p><b>M13. Information Security – Return and Destruction of all Senate Data</b></p> <p>The bidder must provide assurance that, upon the termination of the contract, all Senate data will be provided to the Senate of Canada in a useable format and wiped from the contractor's system and backups once the Senate confirms receipt of all Senate data.</p>	<p>In order to meet this mandatory criterion, the bidder must provide:</p> <ul style="list-style-type: none"> <li>• a statement indicating compliance with the mandatory criterion.</li> </ul> <p>This information must be provided under Mandatory Criteria (M13) in your submission.</p> <p>Failure to provide this information will result in your bid being given no further consideration.</p>		
<p><b>M14. Technical Support</b></p> <p>The bidder must provide prompt technical assistance, in both French and English, to users between 8 am and 5 pm EST, at minimum by email and phone.</p>	<p>In order to meet this mandatory requirement, the bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>• a statement indicating compliance with the mandatory requirement.</li> </ul>		

<b>MANDATORY CRITERIA TABLE</b>			
<b>Mandatory Criteria</b>	<b>Submission Requirements</b>	<b>Met / Not Met</b>	<b>Cross Reference</b>
	<p>All information requested must be provided under Mandatory Criterion (M14) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration.</p>		
<p><b>M15. Accessibility Requirements</b></p> <p>All aspects of the LMS platform must meet or exceed the Web Content Accessibility Guidelines (WCAG) 2.0, level AA.</p>	<p>In order to meet this mandatory requirement, the bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>a statement indicating compliancy with the mandatory requirement.</li> </ul> <p>All information requested must be provided under Mandatory Criterion (M15) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration.</p>		
<p><b>M16. Secure Web Access</b></p> <p>All web-based browser access to the LMS platform must be secure and encrypted with HTTPS.</p>	<p>In order to meet this mandatory requirement, the bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>Provide details on the level of encryption provided demonstrating compliance with this requirement.</li> </ul> <p>This information must be provided under Mandatory Criterion (M16) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration.</p>		
<p><b>M17. Supported IT Devices</b></p> <p>The online course must support the following IT devices:</p> <ul style="list-style-type: none"> <li>Windows 10 computers</li> <li>iOS and Android Smartphones</li> <li>iPad tablets</li> </ul>	<p>In order to meet this mandatory requirement, the bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>a statement indicating compliancy with the mandatory requirement.</li> </ul> <p>This information must be provided under Mandatory Criterion (M17) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration.</p>		
<p><b>M18. User Account Management</b></p> <p>When a user is made inactive (ex. due to a learner leaving the Senate or retiring), the LMS platform must retain the data of the inactive user and allow them to be</p>	<p>In order to meet this mandatory requirement, the bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>a statement indicating compliancy with the mandatory requirement.</li> </ul>		



MANDATORY CRITERIA TABLE			
Mandatory Criteria	Submission Requirements	Met / Not Met	Cross Reference
reactivated.	<p>This information must be provided under Mandatory Criterion (M18) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration.</p>		
<p><b>M19. Web Browser Compatibility</b></p> <p>The LMS platform must support the following major web browsers:</p> <ol style="list-style-type: none"> <li>1. Google Chrome</li> <li>2. Apple Safari</li> </ol>	<p>In order to meet this mandatory requirement, the bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>• a statement indicating compliancy with the mandatory requirement.</li> </ul> <p>This information must be provided under Mandatory Criterion (M19) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration.</p>		
<p><b>M20. Admin User</b></p> <p>The LMS platform must support an Administrator role to:</p> <ul style="list-style-type: none"> <li>• Manage a user's account/profile containing information relevant to the administration of learning.</li> <li>• Perform password resets.</li> </ul>	<p>In order to meet this mandatory requirement, the bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>• a statement indicating compliancy with the mandatory requirement.</li> </ul> <p>This information must be provided under Mandatory Criterion (M20) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration.</p>		
<p><b>M21. Notification</b></p> <p>The LMS must have the ability to provide for automated email notifications.</p>	<p>In order to meet this mandatory requirement, the bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>• a statement indicating compliancy with the mandatory requirement.</li> </ul> <p>This information must be provided under Mandatory Criterion (M21) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration.</p>		
<p><b>M22. Access to the LMS</b></p> <p>All elements of the web-based, browser accessible LMS platform must be available via the internet 24/7 for all account holders, external and internal, without the use of</p>	<p>In order to meet this mandatory requirement, the bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>• a statement indicating compliancy with the mandatory requirement.</li> </ul>		



MANDATORY CRITERIA TABLE			
Mandatory Criteria	Submission Requirements	Met / Not Met	Cross Reference
applications or VPNs	<p>This information must be provided under Mandatory Criterion (M22) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration.</p>		
<p><b>M23. Acceptance of resulting contract clauses</b></p> <p>The bidder must confirm that, should they be the successful bidder, they accept the resulting contract clauses outlined in Part 5 — Resulting Contract Clauses</p>	<p>In order to meet this Mandatory requirement, the bidder must provide</p> <ul style="list-style-type: none"> <li>a statement indicating compliance with the mandatory requirement.</li> </ul> <p>All information requested must be provided under Mandatory Criteria (M23) in the submission.</p> <p>Failure to provide this information will result in the bid being given no further consideration.</p>		

#### 4. Rated Evaluation Criteria (Phase 2)

- I. Bids that do not clearly meet all the mandatory criteria set forth in this RFP and do not attain a minimum of **176 points** for the requirements which are subject to the evaluation criteria point rating will receive no further consideration.
- II. Price is only one criterion in the evaluation of bids. The Senate of Canada is seeking best overall value and will evaluate bids on a point rating system based on evaluation criteria.
- III. The bidder must include the Point Rated Technical Criterion table in their bid and ensure that the page and paragraph number in the bidders' Appendix is indicated in the column entitled "Cross Reference" for all rated information included.
- IV. Bidders must include all information relating to the criteria in the bidder's Technical Bid. All information contained within the bidder's Technical Bid must be complete and clear in order to be evaluated. Failure to include all information may result in disqualification of the bid.

The rated evaluation criteria are:

TECHNICAL EVALUATION CRITERIA		
TECHNICAL MERIT Point Rated Technical Criterion	Maximum No. of Points Available	Cross Reference Section
<p><b>R1. Bidder's Expertise and Experience of the bidder</b></p> <p>The bidder must demonstrate their expertise and experience in designing high quality, modern, professional, and interactive custom e-learning courses.</p> <p>The bidder must demonstrate their</p>	<p><b>Maximum 75 points</b></p> <p><u>Each example submitted shall be rated on 15 points</u></p> <p><b>1-5 points:</b> Information provided demonstrates a minimal understanding that is relevant to the rated criteria.</p>	

<b>TECHNICAL EVALUATION CRITERIA</b>		
<b>TECHNICAL MERIT Point Rated Technical Criterion</b>	<b>Maximum No. of Points Available</b>	<b>Cross Reference Section</b>
<p>knowledge, skill and experience in these areas by providing at least <b>five (5) detailed examples</b>, including mock-ups and audio samples of narrated courses, of previous work completed illustrating their ability to deliver support in the capacities noted above.</p> <p>At a minimum the examples must outline the bidder's ability to:</p> <ul style="list-style-type: none"> <li>• develop engaging content in both official languages;</li> <li>• adhere to best practices in adult learning;</li> <li>• deliver modern design and seamless user experience;</li> <li>• provide diverse "voices" for narration purposes;</li> <li>• effectively evaluate users' understanding of the content.</li> </ul> <p>In order to be evaluated, each example must indicate at minimum:</p> <ul style="list-style-type: none"> <li>• the name of the client/organization for which the work was performed;</li> <li>• the name and title of the project lead within the organization for whom the work was performed;</li> <li>• the current email address and/or current telephone number for the project lead;</li> <li>• the start and end dates of each of the projects used as examples;</li> <li>• the nature of the service provided (detailed description); and</li> <li>• the description of the bidder's resources role, responsibilities and duties involved in completing the work.</li> </ul>	<p><b>6-10 points:</b> Information provided demonstrates understanding for most but not all the elements of the rated criteria.</p> <p><b>11-15 points:</b> Rated criteria are dealt with in depth, shows the complexity and sensitivity of the issues managed and the information provided demonstrates a full range of in-depth understanding of all of the elements of the rated criteria.</p>	
<p><b>R2. References</b></p> <p>The three (3) references provided under M7, for whom e-learning courses were developed and deployed involving the proposed principal and additional resources.</p>	<p style="text-align: center;"><b>Maximum 45 points</b></p> <p><u>Each reference submitted shall be rated on 15 points</u></p> <p><b>1-5 points:</b> The reference provided demonstrates a work of minimal similarity to the work requested in the</p>	

<b>TECHNICAL EVALUATION CRITERIA</b>		
<b>TECHNICAL MERIT Point Rated Technical Criterion</b>	<b>Maximum No. of Points Available</b>	<b>Cross Reference Section</b>
	<p>SOW, and/or minimal satisfaction with the services provided.</p> <p><b>6-10 points:</b> The reference provided demonstrates a similarity to the work requested in the SOW but not in all aspects, and/or moderate satisfaction with the services provided.</p> <p><b>11-15 points:</b> The reference provided demonstrates a full similarity to the work requested in the SOW, and/or full satisfaction with the services provided.</p>	
<p><b>R3. Bidder's LMS Platform</b></p> <p>The bidder shall demonstrate how its e-learning platform/Learning Management System (LMS) delivers a positive and seamless learning experience for users, in both official languages.</p> <p>At a minimum, the bidder must demonstrate that its platform/LMS makes it possible for users to:</p> <ul style="list-style-type: none"> <li>• access the course, through a simple digital link with few clicks;</li> <li>• complete the course at their own pace, in more than one sitting;</li> <li>• navigate through the course easily as they progress through the content;</li> <li>• access the course transcript, if desired.</li> </ul> <p>The bidder must also demonstrate that its platform/LMS has the capability of producing detailed user completion reports, as per Annex "A" – Statement of Work.</p>	<p style="text-align: center;"><b>Maximum 45 points</b></p> <p><b>1-15 points:</b> Information provided demonstrates a minimal understanding that is relevant to the rated criteria.</p> <p><b>16-30 points:</b> Information provided demonstrates understanding for most but not all the elements of the rated criteria.</p> <p><b>31-45 points:</b> Rated criteria are dealt with in depth, shows the complexity and sensitivity of the issues managed and the information provided demonstrates a full range of in-depth understanding of all of the elements of the rated criteria.</p>	
<p><b>R4. Technical Support for Users</b></p> <p>The bidder shall describe its service-level standards with its clients by indicating how promptly (e.g. 24 hrs, 48 hrs, etc.) it can respond to user requests for technical or troubleshooting support while they attempt to complete the course on the bidder's e-learning platform/LMS.</p>	<p style="text-align: center;"><b>Maximum 30 points</b></p> <p><b>1-10 points:</b> Information provided demonstrates a minimal understanding that is relevant to the rated criteria.</p> <p><b>11-20 points:</b> Information provided demonstrates understanding for most but not all the elements of the rated criteria.</p> <p><b>21-30 points:</b> Rated criteria are dealt with in depth, shows the complexity and sensitivity of the issues managed and the information provided</p>	

<b>TECHNICAL EVALUATION CRITERIA</b>		
<b>TECHNICAL MERIT Point Rated Technical Criterion</b>	<b>Maximum No. of Points Available</b>	<b>Cross Reference Section</b>
	demonstrates a full range of in-depth understanding of all of the elements of the rated criteria.	
<b>R5. IT Security Program and Security Controls</b>  The bidder shall describe their IT Security Program and outline the types of security controls and security hardening for both the bidder's IT infrastructure and relevant application. This can include but is not limited to: <ol style="list-style-type: none"> <li>a. Internal / External Vulnerability Assessments</li> <li>b. Penetration testing</li> <li>c. Internal / External Threat and Risk Assessments</li> <li>d. Internal / External Secure code review</li> <li>e. Mitigation against common cyberattacks</li> </ol>	<p style="text-align: center;"><b>Maximum 30 points</b></p> <p><b>1-10 points:</b> Information provided demonstrates a lack of an IT security program with minimal IT security controls.</p> <p><b>11-20 points:</b> Information provided demonstrates a basic IT Security Program with general IT security controls.</p> <p><b>21-30 points:</b> Information provided demonstrates a mature IT Security Program with comprehensive IT security controls.</p>	
<b>R6. Additional Web Browsers</b>  In addition to the two major web browsers indicated in M17, the LMS platform should also support all other major web browsers: <ol style="list-style-type: none"> <li>1. Mozilla Firefox</li> <li>2. Microsoft Edge</li> <li>3. Opera</li> </ol>	<p style="text-align: center;"><b>Maximum 6 points</b></p> <p><b>2 points</b> shall be awarded per supported browser.</p>	
<b>R7. Course satisfaction survey</b>  The LMS platform should support a course evaluation function with the ability to capture anonymous responses.	<p style="text-align: center;"><b>Maximum 5 points</b></p> <p><b>0 points:</b> The Bidder did not demonstrate the availability of this function</p> <p><b>5 points :</b> The Bidder demonstrated the availability of this function.</p>	
<b>R8. User Authentication Methods</b>  The bidder shall provide a description of the user authentication methods supported by the LMS platform. For example, the ability to use existing credentials (e.g. Federated identity, Azure Active Directory, Active Directory)	<p style="text-align: center;"><b>Maximum 15 points</b></p> <p><b>1-5 points:</b> Information provided demonstrates limited options for user authentication.</p> <p><b>6-10 points:</b> Information provided demonstrates options for user authentication which includes federated identity that would enable individuals to use their Senate domain network account credentials to authenticate.</p> <p><b>11-15 points:</b> Information provided demonstrates options for user</p>	

<b>TECHNICAL EVALUATION CRITERIA</b>		
<b>TECHNICAL MERIT Point Rated Technical Criterion</b>	<b>Maximum No. of Points Available</b>	<b>Cross Reference Section</b>
	authentication which includes Azure Active Directory that would enable individuals to use their Senate domain network account credentials to authenticate.	
<b>Total of all the point-rated technical criteria</b>	<b>251 points Maximum</b>	
<b>Minimum pass mark (70%)</b>	<b>176 points required to pass</b>	

#### 5. Virtual Presentation – Rated Evaluation Criteria (Phase 3)

The top three highest-ranking bidders retained at the end of phases 1 and 2 will be invited to deliver a virtual presentation. The presentation will take place sometime during **the week of August 23, 2021** (exact date and time to be confirmed) using Information Technology (Teams or Zoom). The bidders will be given a minimum of three (3) days notice to prepare for the presentation.

The selection of the successful bidder will be decided following the presentation, which may include representatives from various Senate departments and/or senators.

Each invited bidder can have up to a maximum of three (3) representatives attend the presentation. Each invited bidder will have thirty (30) minutes to conduct their presentation and thirty (30) minutes to field questions from the evaluation team.

The bidder should present a live interactive demonstration of their platform using a fictitious example of a harassment and violence prevention e-learning course. The demonstration should be populated with mock data and allow the evaluation team to observe how users would navigate through all components of the course.

	<b>Presentation Point Rated Presentation Criterion</b>	<b>Maximum No. of Points Available</b>
1	<p>The bidder shall provide a general overview of their bilingual (French and English) LMS platform.</p> <p>The demonstration shall include an overview of the following:</p> <ul style="list-style-type: none"> <li>• how the LMS works, its various functionalities, ease of use, compatibility with various mediums (cellphone, tablet, laptop) and its ability to comply with the mandatory requirements in “Annex A – Statement of Work”;</li> <li>• the system’s reporting capabilities;</li> <li>• the technical IT security controls available to safeguard Senate data; and</li> <li>• the bilingual interface.</li> </ul>	<p><b>Maximum 60 points</b></p> <p><b>0-10 points:</b> Unsatisfactory – vaguely described and rated area is minimally addressed</p> <p><b>11-30 points:</b> Satisfactory – some details described, and rated area is basically covered</p> <p><b>31-60 points:</b> Superior – very well defined – rated area is entirely covered</p>

	<b>Presentation Point Rated Presentation Criterion</b>	<b>Maximum No. of Points Available</b>
	<p>The bidder will be assessed on:</p> <ul style="list-style-type: none"> <li>• the quality and content of their sample demo in both official languages – i.e. coherence/flow, graphics, user experience and assessment elements;</li> <li>• the ability to effectively describe their experience delivering services similar to the ones described in “Annex A – Statement of Work”;</li> <li>• the ability to adapt their tool to meet the needs of the Senate;</li> <li>• solid examples of comparable products they have developed for other clients;</li> <li>• solid examples of how they have successfully deployed e-learning courses, hosted by their own platform.</li> </ul>	
	<b>Total points for Presentation</b>	<b>60 points Maximum</b>
	<b>Minimum pass mark (70%)</b>	<b>42 points required to pass</b>

**6. Determination of Highest-Ranked Bidder (Phase 4)**

- I. The price of the bid will be evaluated in Canadian dollars, applicable taxes excluded.
- II. For bid evaluation and contractor selection purposes only, the evaluated price of the bid(s) will be determined in accordance with Annex “B” - Basis of Payment.

## **PART 5 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions shall apply to and form part of any contract resulting from this RFP.

### **1. Appropriate Law**

- I. This contract shall be governed by and construed in accordance with the laws in force in the province of **Ontario**.

### **2. Assignment**

- I. The contract shall not be assigned in whole or in part by the contractor without the prior written consent of the Senate of Canada and any assignment made without that consent is void and of no effect.
- II. No assignment of the contract shall relieve the contractor from obligations under the contract or impose any liability upon the Senate of Canada.

### **3. Time is of the Essence**

- I. Time is of the essence in this contract.
- II. Any delay by the contractor in performing the contractor's obligations under the contract which is caused by events beyond the contractor's control must be reported in writing to the Senate of Canada. This notice shall state the cause and circumstances of the delay. Furthermore, when requested to do so, the contractor shall deliver, in a form satisfactory to the Senate of Canada, a "work around plan" including alternative sources and any other means that the contractor will utilize to overcome the delay.
- III. Unless the contractor complies with the notice requirements set forth in the contract, any delays that would constitute an excusable delay shall be deemed not to be an excusable delay.
- IV. Notwithstanding that the contractor has complied with the notice requirements, the Senate of Canada may exercise any right of termination contained in the contract.

### **4. Indemnity against Claims**

- I. Except as otherwise provided in the contract, the contractor shall indemnify and save harmless the Senate of Canada from and against any and all claims, damages, loss, costs and expenses which they may at any time incur or suffer as a result or arising out of:
  - a. any injury to persons (including injuries resulting in death) or loss of or damage to property of others which may be alleged to be caused by or suffered as a result of the carrying out of work or any part thereof; and
  - b. any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work in progress or finished work delivered to or in respect of which any payments have been made by the Senate of Canada.

### **5. Inspection and Acceptance**

- I. All reports, deliverables, items, documents, goods and all services rendered under the contract are subject to inspection by the project authority or his/her representative. Should any report, document, good or services not be in accordance with the requirement of the Statement of Work and to the satisfaction of the project authority or his/her representative, as submitted, the project authority will have the right to reject it or require the correction at the sole expense of the contractor before recommending payment. The Senate of Canada reserves the right of access to any records resulting from this contract.

### **6. Termination of Contract**

- I. The Senate of Canada may immediately terminate this contract if the contractor is for any reason unable to provide the services required under this agreement. Such termination notice shall be made in writing.



- II. The contract may be immediately terminated by the Senate of Canada if it is determined that the services provided by the contractor are not satisfactory. Such termination notice shall be made in writing.
- III. Either party may terminate this contract upon a **ten (10) days** written notice.
- IV. In the event that the contract is terminated prematurely, the contractor will be paid for work done.

## 7. Notice

- I. Any notice or other communication may be given in any manner and, if required to be in writing, shall be addressed to the party to whom it is intended at the address mentioned in the contract or at the last address where the sender has received written notice.
- II. Any notice or other communication given in writing in accordance with paragraph 7.I shall be deemed to have been received by either party:
  - a. if delivered personally, on the day that it was delivered;
  - b. if forwarded by mail, on the earlier of the day it was received or the sixth day after it was mailed;
  - c. if forwarded by facsimile or electronic mail, 24 hours after it was transmitted.
- III. A notice given under Termination of Contract shall be given in writing and, if delivered personally, shall be delivered, if the contractor is a sole proprietor, to the contractor.

## 8. Warranties

The contractor warrants that:

- I. it is competent to perform the work required under this contract and the contractor has the necessary qualifications, including the knowledge, skill and ability to perform the work effectively;
- II. it shall provide under this contract a quality of service at least equal to that which contractors generally would expect of a competent contractor in a like situation;
- III. it has complete authority to enter into this contract; and
- IV. all work commenced under this contract will be completed in full.

## 9. Records to be Kept by the Contractor

- I. The contractor shall keep proper accounts and records of the costs of work, services, and all expenditures or commitments made by the contractor including the invoices, receipts and vouchers. These accounts and records shall at reasonable times be open to audit and inspection by the authorized representatives of the Senate of Canada, who may make copies and take extracts therefrom.
- II. The contractor shall not dispose of the documents referred to herein without the written consent of the Senate of Canada, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract or, in the absence of such specification, for a period of two (2) years following the completion of the work.

## 10. Confidentiality

- I. Any information of a character confidential to the affairs of the Senate of Canada, its members or any of its employees, agents or contractors to which the contractor or any of its employees, affiliates or subcontractors become privy as a result of services to be performed under this contract shall be treated as confidential during and after the performance of the work.

## 11. Safeguarding of Senate Information

- I. It is a **MANDATORY REQUIREMENT** of this contract that the contractor ensure or guarantee that all information provided under this contract be kept in Canada. If at anytime throughout the term of any resulting contract, the storage location of all information is no longer kept in Canada, the



contractor shall notify the Senate of Canada contracting authority immediately in accordance with Section 7- Notice of this contract.

## **12. Rules and Regulations**

- I. In its operation, the contractor and its employees will comply and abide by all lawful rules and regulations of the Senate of Canada which may be established from time to time, provided that no such rules or regulations shall inhibit the contractor from exercising its rights and duties hereunder.
- II. The contractor further understands that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offenses may result in a termination for default under the contract. If the contractor made a false declaration in its bid, makes a false declaration under the contract, fails to diligently maintain up-to-date the information herein requested, or if the contractor or any of the contractor's affiliates or subcontractors fail to remain free and clear of any acts or convictions specified herein during the period of the contract, such false declaration or failure to comply may result in a termination for default under the contract. The contractor understands that a termination for default will not restrict the Senate of Canada's right to exercise any other remedies that may be available against the contractor and agrees to immediately return any advance payments.

## **13. Miscellaneous Restrictions**

- I. Under no circumstances shall the contractor use any stationery with Senate of Canada letterhead to conduct business under this agreement.
- II. It is the intention of the parties that the contract is for the performance of a service or services and that the contractor is engaged as an independent contractor providing services to the Senate of Canada and that the contractor's directors, officers, employees are not engaged as Senate employees and they are not subject to the terms and conditions of employment or privileges applicable to the employees of the Senate.
- III. No contractor or their staff can render services or benefit from payments under a contract with the Senate of Canada if they are a family member (as defined in the Senate Administrative Rules) of the end user or of someone in a similar position who has influence over the scope of work.

## **14. Subcontracts**

- I. The contractor must obtain the contracting authority's written consent before subcontracting or permitting the subcontracting of any part of the work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the work.
- II. In any subcontract, the contractor must, unless the contracting authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the contracting authority, not less favourable to the Senate of Canada than the conditions of the contract.
- III. Even if the Senate of Canada consents to a subcontract, the contractor is responsible for performing the contract and the Senate of Canada is not responsible to any subcontractor. The contractor is responsible for any matters or things done or provided by any subcontractor under the contract and for paying any subcontractors for any part of the work they perform.

## **15. No Implied Obligations**

- I. It is the intention of the parties that this agreement is for the provision of services. The contractor is engaged as an independent contractor providing services in accordance with this contract, to the Senate of Canada. The contractor's directors, officers, employees and agents are not engaged as Senate employees and are not subject to the terms and conditions of employment applicable to the employees of the Senate of Canada.

## **16. Performance**

- I. The contractor shall report the performance under this contract to the Senate of Canada in whatever format and frequency that the Senate of Canada may require.

## 17. Amendments to the Contract

- I. No person other than the Manager of Procurement Services or their designate can amend this contract in any form. Any changes to the original contract must be made in writing.

## 18. Ownership of Intellectual and Other Property Including Copyrights

- I. All intellectual property rights in any documents produced by the contractor in the performance of this contract, as well as any ownership rights to any information produced, belong to the Senate as soon as they come into existence. The contractor has no right in or to any such intellectual property rights in those documents, except any right that may be granted in writing by the Senate.

## 19. Conflict of Interest

- I. The contractor declares that the contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the contractor shall declare it immediately to the Senate.
- II. It is a term of this contract that no former public office holder who is not in compliance with the *Conflict of Interest Act* shall derive a direct benefit from this contract.

## 20. Discrimination and Harassment in the Workplace

- I. The contractor warrants that neither the contractor, the contractor's directors, the contractor's officers, nor the proposed resource(s) have suffered any judgments in regard to legislation pertaining to discrimination or harassment in the workplace.
- II. If judgments in regard to legislation pertaining to discrimination or harassment in the workplace are made against the contractor, the contractor's directors, the contractor's officers or any of the contractor's proposed resource(s) during the life of this contract, the Senate reserves the right to immediately terminate the contract. In such cases, the Senate will only be liable for payment for services performed. No other costs or fees will be due from or payable by the Senate.

## 21. Health and Safety

- I. The contractor, while working in the Senate workplace, must comply with the Senate Policy on Occupational Health and Safety and the Guidelines promoting a scent-free work environment. Particularly this entails:
  - a. refraining from or minimizing the use of scented products while in the Senate workplace;
  - b. taking all reasonable measures to protect the health and safety of every employee and other person granted access to the workplace for work purpose; and
  - c. not smoking in any buildings or within the vicinity (or within 9 meters) of entrances, exits, windows or air intakes of Senate occupied buildings in the parliamentary precinct.
- II. If contractors breach those duties and responsibilities, corrective action will be taken which could include measures up to contract termination. The Senate Policy on Occupational Health and Safety and the Guidelines promoting a scent-free work environment will be available upon request.

## 22. Advertisement

- I. The contractor shall not without prior written consent from the Senate, advertise or publicize any work performed for the Senate of Canada. Breach of this clause is considered to be a breach of confidentiality and will result in the removal of the contractor from Senate source files.

## 23. Entire Contract

- I. This contract constitutes the entire contract between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other contracts relating to it unless they are incorporated by reference in the contract.

## 24. Authorities

### I. Contracting Authority

The contracting authority for the contract is:

Kelly Shields  
Senior Procurement Officer  
Finance and Procurement Directorate  
The Senate of Canada  
40 Elgin Street, 11<sup>th</sup> floor  
Ottawa, ON K1A 0A4

Telephone: 613-995-8888  
E-mail: [Proc-appr@sen.parl.gc.ca](mailto:Proc-appr@sen.parl.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.

## II. Project Authority

The project authority for the contract is:

Name: xxxx  
Title: xxxx  
Phone: xxxx  
Email: xxxx

The project authority is the representative of the sector for whom the work is being carried out under the contract and is responsible for the successful completion of the project. The project authority has the ultimate authority on all aspects for the project. 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.

## III. Contractor's Representative

The contractor's representative for the contract is:

Account Manager:

Name: xxxx  
Title: xxxx  
Phone: xxxx  
Email: xxxx

Backup:

Name: xxxx  
Title: xxxx  
Phone: xxxx  
Email: xxxx

## 25. Replacement of Specific Individuals

- I. If specific individuals are identified in the contract to perform the work, the contractor must provide the services of those individuals unless the contractor is unable to do so for reasons beyond its control.
- II. If the contractor is unable to provide the services of any specific individual identified in the contract, it must provide a replacement with better than or equivalent qualifications and experience. The replacement must meet the criteria used in the selection of the contractor and be acceptable to the Senate of Canada. The contractor must, as soon as possible, give notice to the contracting authority of the reason for replacing the individual and provide the name, qualifications and experience of the proposed replacement.
- III. The contractor must not, in any event, allow performance of the work by unauthorized replacement persons. The contracting authority may order that a replacement stop performing the work. In such a case, the contractor must immediately comply with the order and secure a further replacement in

accordance with subsection II. The fact that the contracting authority does not order that a replacement stop performing the work does not relieve the contractor from its responsibility to meet the requirements of the Contract.

## 26. Priority of Documents

- I. 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 the contract;
  - b. the articles of the Request for Proposal including all annexes;
  - c. the contractor's bid dated *(To be identified upon contract issuance)*.

## 27. Proactive Disclosure

- I. All contracts awarded by the Senate of Canada must reflect fairness in the spending of public funds. The Senate of Canada is obligated to report every quarter on its website all contracts awarded that have a value of more than \$10,000.00 or whose value has exceeded \$10,000.00 via amendment.

## PART 6 – TERMS OF WORK AND PAYMENT

### 1. Period of the Contract

- I. The contractor shall, **from contract signature to January 31, 2025** provide e-learning course design and course delivery services as outlined in the Annex “A” Statement of Work.

### 2. Extension of Contract

- I. The Contractor grants to the Senate the irrevocable option to extend the term of the contract by up to one (1) additional one (1) year period under the same conditions.
- II. The Senate may exercise this option at any time by sending a written notice to the Contractor at least **thirty (30) 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 an amendment.

### 3. Contract Amount

- I. The contractor will be paid for the costs reasonably and properly incurred in the performance of the work, as determined in accordance with the Basis of Payment, to a limitation of expenditure of *(to be determined at contract award)* plus applicable taxes.

### 4. Basis of Payment

- I. In consideration of the contractor satisfactorily completing all of its obligations under the contract, the contractor will be paid in accordance with rates specified in Annex “B” - Basis of Payment.
- II. The Senate of Canada will not entertain any charges which are not specified in the Basis of Payment.

### 5. Invoicing

- I. The contractor shall submit a detailed monthly invoice which must include the following information:
  - a. the contract reference number;
  - b. the resource name who performed the work;
  - c. the date(s) when the work was performed;
  - d. a description of the work performed;
  - e. the hours worked; and
  - f. any reasonable disbursements.
- II. The contractor’s certified invoice shall be forwarded to:

**The Senate of Canada  
Finance and Procurement Directorate  
40 Elgin Street, 11<sup>th</sup> floor  
Ottawa, Ontario  
K1A 0A4 Canada**

or by e-mail at: [finpro@sen.parl.gc.ca](mailto:finpro@sen.parl.gc.ca)

- III. The invoice must be reviewed and signed by the project authority or their delegated authority before payment is issued.

#### IV. Payment by the Senate of Canada to the contractor for work shall be made:

- in the case of a progress payment other than the final payment, within thirty (30) days following the date on which a claim for progress payment is received according to the terms of the contract;
- in the case of a final payment, within thirty (30) days following the date of receipt of a final invoice for payment, or within thirty (30) days following the date on which the work is completed, or the goods delivered and accepted, whichever date is the later.

- V. If the Senate of Canada has any objections to the invoice, written notification of the nature of such objections shall be forwarded to the contractor.

## 6. Method of Payment

- I. Direct Deposit: the Senate of Canada can deposit directly all payments into the individuals/corporation's account. Please submit a completed direct deposit form at Annex D with your bid.
- II. Payments will be addressed and mailed to the name and address indicated on the first page of the contract.

## 7. Sales Tax

- I. The Senate of Canada is exempt from provincial sales taxes.
- II. PST Exemption No.: Ontario 11708174G / Quebec: 10-0813-5602-P
- III. The applicable taxes are not included in the contract amount.
- IV. The applicable taxes must be listed as a separate line item on all invoices.

## 8. Interest on Overdue Accounts

For the purpose of this section:

- I. An amount is "due and payable" when it is due and payable by the Senate of Canada to the contractor according to the terms and conditions of the contract.
- II. An amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.
- III. "Date of payment" means thirty (30) days from the date of receipt of the invoice at the Senate of Canada.
- IV. The "Bank Rate" shall be the average Bank of Canada discount rate for the previous month, plus 3 per cent.
- V. The Senate of Canada shall be liable to pay simple interest at the Bank rate on any amount which is overdue from the day such amount became overdue until the day prior to the date of payment inclusively; however, interest will not be payable nor paid unless the amount has been outstanding (unpaid) for more than fifteen (15) days following the due date. Interest shall only be paid when the Senate is responsible for the delay in paying the contractor. In the event that the Senate is not responsible for the delay in paying the contractor, no interest shall be paid.
- VI. The Senate du Canada shall not be liable to pay the contractor any interest on unpaid interest.

## ANNEX “A” – STATEMENT OF WORK (SOW)

### 1. Title

Prevention of Harassment and Violence in the Workplace – Design and development of a web-based e-learning training course for senators, their staff and the employees of the Senate’s Administration.

### 2. Objective

To contract the services of a knowledgeable and experienced third-party service provider to design, develop, and host a high quality, modern, professional, and interactive custom e-learning course on the *Senate Harassment and Violence Prevention Policy* (the Policy). The training will provide senators and Senate employees with a thorough and practical overview of the Policy by comprehensively covering the following key topics:

- the definition of workplace harassment and violence;
- the relationship between workplace harassment and violence and the prohibited grounds of discrimination under the *Canadian Human Rights Act*;
- how employees can recognize, minimize and prevent workplace harassment and violence;
- situations that can be perceived as harassment or that pose a risk of harassment;
- what to do if one experiences or is a witness to harassment and violence in the workplace;
- the steps that must be taken when a person reports a situation where harassment and violence has taken place.

The course shall consist of one primary e-learning course, divided into short thematic modules that will be relevant for all Senate audiences. Two additional short modules, with content specific to senators and Senate management respectively, will also be developed.

Users must have the ability to progress through the course at their own pace, as well as have access to the course 24 hours a day, seven (7) days a week. Users must also be evaluated at different intervals throughout the course, to ascertain their understanding of the content presented.

The e-learning course (in final form) must be provided by December 31st, 2021, ready to be deployed to senators and the employees of the Senate by early January 2022.

### 3. Background

The Senate is one of the two houses of the Parliament of Canada. It possesses a unique workforce composed of approximately 260 employees working in the offices of 105 senators, in addition to approximately 485 employees working within the Administration.

The Policy was adopted by the Standing Committee on Internal Economy, Budgets and Administration (CIBA) on February 11, 2021, to replace the 2009 *Senate Policy on the Prevention and Resolution of Harassment in the Workplace*. The Policy’s primary purpose is to prevent and address harassment and violence in all its forms in the Senate workplace. It applies to senators, their staff and Senate Administration employees in addition to individuals providing services to the Senate under a contract for services, students, interns and volunteers.

The Policy is expected to come into force in the Summer/Fall of 2021. Although tailored to the Senate’s unique workplace, the Policy has been developed in order to comply with the new *Workplace Harassment and Violence Prevention Regulations* (“Regulations”), which came into force on January 1, 2021.

Training on the Policy is required under the Regulations and will help individuals at all levels across the organization understand their role and responsibilities in ensuring that all individuals in the workplace are treated with respect, fairness, and dignity to ensure a work environment that is free from harassment and violence.

As required by the Regulations and once the e-learning course is implemented, new senators will receive training within three (3) months after the day on which they are appointed, and all new Senate employees will receive training within three (3) months after the day on which their employment begins. Further, all senators and Senate employees will receive this training again at least once every three (3) years. The designated



recipient will also receive the training before assuming their duties under this policy and every three (3) years after that.

#### 4. Scope

The Bidder, under the joint direction of the Senate's Subcommittee on Human Resources (HRRH) and the Senate's Policy Health and Safety Committee (Policy Committee), shall:

- a. refer to the draft script developed by a third party subject matter expert, as well as consult Senate stakeholders – HRRH Subcommittee, the Policy Committee, the Human Resources Directorate (HR), and the Office of the Law Clerk and Parliamentary Counsel (OLCPC) – to establish the learning objectives and content for each module of the course;
- b. use a project management approach to facilitate the design, development and delivery of the course;
- c. work closely with Senate stakeholders through each phase of the course development process to ensure requirements and specifications are fulfilled in accordance to course design standards (i.e. storyboarding, prototyping, and testing);
- d. produce a final, interactive, and professional web-based e-learning course delivered via web browsers, in both French and English, which evaluates users' understanding of the content at different intervals during the course, that is between 40 and 50 minutes in duration, and that can be consumed in a modular fashion, at a pace set by the user;
- e. produce two additional short modules, that will be between 5 and 10 minutes in duration, to provide supplementary information to senators and managers on their specific roles and responsibilities;
- f. produce and deliver a web browser e-learning course that can be consumed on a PC, laptop, tablet or smartphone;
- g. create and provide all user accounts, as per a list provided by the Senate of Canada, prior to course deployment and once a month thereafter;
- h. publish, host and manage the course on the bidder's Learning Management System (LMS);
- i. collaborate with the Senate Project Authority to launch the course across the institution;
- j. provide weekly reports on course completion and pass rates, and/or give the Senate the means to pull regular reports on course completion and pass rates. If the latter, the bidder shall train Senate representatives so they can autonomously produce such reports from the bidder's LMS; and
- k. provide prompt technical assistance to users when technical difficulties arise with the LMS platform or the course.

#### 5. Roles and Responsibilities

The bidder shall:

- be available to the Senate's Project Authority during normal working hours – between 8 am and 5 pm EST;
- manage, using project management tools and practices, all phases of the course design process;
- plan, design, consult, develop and host a custom e-learning course as per the Senate's requirements;
- provide bilingual, English and French, narration services for integration with the course
- create all user accounts to deploy the course;
- provide any support, guidance and instructions necessary to ensure a smooth implementation of the course within the Senate community;
- provide regular reports on course completion to the Senate's Project Authority, throughout the duration of the contract and/or give the Senate the means to pull regular reports on course completion;
- conduct business in a secure IT environment, with concrete measures to protect the Senate's sensitive data e.g. usernames and other identifiers, and their course completion information; and
- assign a bilingual account manager to be a point of contact for the Senate's Project Authority.



The Senate of Canada shall:

- provide subject matter experts that will advise on course requirements and content, including a basic course script developed by a third-party expert;
- collaborate closely with the bidder's e-learning design team throughout the project;
- respond to questions submitted by the bidder's project team throughout the project, in a timely manner and provide feedback and guidance, as required;
- collaborate with the bidder to facilitate the creation of user accounts e.g. provide required information via an Excel document or another method that is secure, mutually convenient and appropriate;
- develop and disseminate any key communications to the Senate community to promote the course; and
- provide translation services for any written course content and associated materials.

## 6. Timeline and Deliverables

Desired Timeline	Key Deliverable(s)
<b>September 2021</b>	<b>Phase I – Consultation and Planning</b> <ul style="list-style-type: none"> <li>▪ Kick-off meeting</li> <li>▪ Sharing of key documentation</li> <li>▪ Key Consultations with Senate stakeholders</li> <li>▪ A detailed project plan and schedule is submitted to the Senate's Project Authority</li> </ul>
<b>October 2021</b>	<b>Phase II – Course Design</b> <ul style="list-style-type: none"> <li>▪ Develop course storyboard and prototype (main course, with two additional modules for Senators and Senate Management)</li> <li>▪ Present the prototype to the Senate's Project Authority and other Senate stakeholders</li> </ul>
<b>November 2021</b>	<b>Phase III – Development</b> <ul style="list-style-type: none"> <li>▪ Integrate any feedback received in Phase II within the development of the course</li> <li>▪ Develop the complete e-learning course, including the two supplementary modules for senators and managers</li> <li>▪ Deliver a final e-learning course in both official languages, English and French, by November 30, 2021</li> <li>▪ Present the course to Senate stakeholders</li> </ul>
<b>December 2021</b>	<b>Phase IV – Quality Assurance Testing and publishing the course onto the LMS platform</b> <ul style="list-style-type: none"> <li>▪ Conduct quality assurance</li> <li>▪ Conduct user experience testing</li> <li>▪ Publish e-learning course to the bidder's LMS</li> <li>▪ Create employee learning accounts in the LMS</li> <li>▪ Finalize key communications in both official languages</li> </ul>
<b>Early January 2022</b>	<b>Phase V – Course Deployment to all Senate audiences</b> <ul style="list-style-type: none"> <li>▪ Deliver e-learning course to Senate audience</li> <li>▪ Provide technical support for users in accordance with service standards</li> <li>▪ Deliver completion reports to Senate HR:               <ul style="list-style-type: none"> <li>○ weekly during the first three (3) months of implementation</li> <li>○ monthly reports thereafter</li> </ul> </li> <li>OR               <ul style="list-style-type: none"> <li>○ provide Senate HR with an administrative account and training on how to extract completion reports</li> </ul> </li> </ul>
<b>Post-Deployment January 2022 to January 2025</b>	<b>Phase VI – Ongoing Course Management and Maintenance, technical assistance, and reporting</b> <ul style="list-style-type: none"> <li>▪ Provide ongoing, prompt technical support to users</li> <li>▪ Resolve any technical issues that may arise</li> <li>▪ Make minor adjustments to course content, as requested from time to time by the Senate of Canada</li> </ul>

**ANNEX “B” – BASIS OF PAYMENT**

Pricing is all inclusive. No additional cost shall be paid separate from this contract.

The Bidder must submit a firm, all-inclusive price for the performance of work. The price submitted must be inclusive of all activities, personnel and equipment to perform the work. Harmonized Sales Tax excluded.

The Senate of Canada will not reimburse claims for travel or living expenses for any activity required for the performance of work under the Contract.

Total all-inclusive price:

Description	Price Year 1 – (2021)	Price Year 2 (2022)	Price Year 3 (2023)	Year 4/5 (2024/ January 2025)	Price (Option Year 1) If exercised	Extended Price
<b>Phases I &amp; II (By end of October 2021)</b> Deliverables: kick-off meeting, detailed project plan, consultations, storyboard and course prototype.						
<b>Phases III &amp; IV (By end of December 2021)</b> Deliverables: final course modules ready for testing, presentation of course to Project Authority and any other stakeholders, final course QA testing, creation of all user accounts.						
<b>Phases V and VI (Early January 2022 to January 31, 2025)</b> Deliverables: Go-Live delivery of the course to the Senate’s users. This includes course maintenance, ongoing e-learning course delivery to target audience via the bidder’s LMS, ongoing learner technical support and troubleshooting, support for ongoing reporting on user completion statistics/course survey evaluation.						
<b>Total all inclusive price for work outlined in the SOW:</b>  (Applicable taxes are extra)			\$			

Company Name: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ANNEX “C” – LANGUAGE PROFICIENCY**

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

### ANNEX "D" – DIRECT DEPOSIT FORM



FINANCES AND PROCUREMENT DIRECTORATE  
Supplier Creation &  
Direct Deposit Enrollment Form

Protected once completed  
For internal use only \_\_\_\_\_  
Supplier ID Code

**INSTITUTION AND ACTION REQUIRED - Please select:**

Create - Senate of Canada

Reason for action:

**Section 1 - SUPPLIER DETAILS**

LEGAL NAME: \_\_\_\_\_ Tel: \_\_\_\_\_

OPERATING NAME: \_\_\_\_\_ Tel: \_\_\_\_\_

ADDRESS:  
Street No. /PO BOX: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_  
City: \_\_\_\_\_ Province / State: \_\_\_\_\_ Country: \_\_\_\_\_

Remittance Address if different from above:  
Street No. /PO BOX: \_\_\_\_\_ Code Postal/Zip : \_\_\_\_\_  
City: \_\_\_\_\_ Province / State: \_\_\_\_\_ Country: \_\_\_\_\_

HST/GST (if applicable Corporation) \_\_\_\_\_  
Social Insurance Number (for Contractor) \_\_\_\_\_

**Section 2 - SUPPLIER PAYMENT DETAILS**

CANADIAN \$ |  OTHER CURRENCY \_\_\_\_\_ (By Cheque Only )

Method of Payment:  
 CHEQUE |  (CND \$) DIRECT DEPOSIT - Please Attach a blank "VOIDED" cheque or other related banking documents - *Recommended*

Direct Deposit Email Payment Notification:  
EMAIL Address 1 \_\_\_\_\_  
EMAIL Address 2 \_\_\_\_\_

**Section 3 - CONSENT**

I give consent to the Senate of Canada to pay the invoices for the supplier identified in Section 2 through Direct Deposit to the financial institution that I have designated through the attach cheque with "VOID" written on it or my other attached related banking documents.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Please submit the completed and signed form (and attachment) to the Senate Procurement Division by e-mail at:

[Proc-Appr@sen.parl.gc.ca](mailto:Proc-Appr@sen.parl.gc.ca)