



November 2020 Request for Standing Offers Template (RFSO)

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 4

1.1 INTRODUCTION 4

1.2 SUMMARY 4

1.3 SECURITY REQUIREMENTS 4

1.4 DEBRIEFINGS 5

1.5 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS)..... 5

PART 2 - OFFEROR INSTRUCTIONS 5

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS 5

2.2 SUBMISSION OF OFFERS 5

2.3 FORMER PUBLIC SERVANT 5

2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS..... 7

2.5 APPLICABLE LAWS 7

2.6 BID CHALLENGE AND RECOURSE MECHANISMS 7

PART 3 - OFFER PREPARATION INSTRUCTIONS..... 8

3.1 OFFER PREPARATION INSTRUCTIONS..... 8

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 9

4.1 EVALUATION PROCEDURES 9

4.2 BASIS OF SELECTION..... 11

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION 12

5.1 CERTIFICATIONS REQUIRED WITH THE OFFER..... 12

5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION..... 13

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS 14

6.1 SECURITY REQUIREMENTS 14

6.2 FINANCIAL CAPABILITY ERROR! BOOKMARK NOT DEFINED.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES 14

A. STANDING OFFER 14

7.1 OFFER 14

7.2 SECURITY REQUIREMENTS 14

7.3 STANDARD CLAUSES AND CONDITIONS 14

7.4 TERM OF STANDING OFFER..... 14

7.5 AUTHORITIES 15

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS..... 16

7.7 IDENTIFIED USERS 16

7.8 CALL-UP PROCEDURES 16

7.9 CALL-UP INSTRUMENT 16

7.10 LIMITATION OF CALL-UPS..... 16

7.11 FINANCIAL LIMITATION 17

7.12 PRIORITY OF DOCUMENTS..... 17

7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION 17

7.14 APPLICABLE LAWS 17

7.15 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS)..... 17

B. RESULTING CONTRACT CLAUSES 18



7.1	STATEMENT OF WORK <i>OR</i> REQUIREMENT	18
7.2	STANDARD CLAUSES AND CONDITIONS	18
7.3	TERM OF CONTRACT	18
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	18
7.5	PAYMENT	20
7.6	INVOICING INSTRUCTIONS.....	21
7.7	INSURANCE OR INSURANCE REQUIREMENTS	21
7.9	FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY THE CONTRACTOR	21
7.10	DISPUTE RESOLUTION.....	21
ANNEX "A".....		23
	STATEMENT OF WORK	
ANNEX "B".....		29
	BASIS OF PAYMENT.....	29
ANNEX "C".....		33
	SECURITY REQUIREMENTS CHECK LIST	33
ANNEX "D"		
	CALL-UP AGAINST STANDING OFFER	34
ANNEX "E " TO PART 3 OF THE REQUEST FOR STANDING OFFERS.....		
	ELECTRONIC PAYMENT INSTRUMENTS	37
ANNEX "F" TO PART 5 OF THE REQUEST FOR STANDING OFFERS		
	FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION.....	38



PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work), the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

1.2.1 Requirement is for the services of French or English language trainers to provide part-time or full-time French and English language training in a virtual or face to face setting in either an individual and group setting, on an "As and When" requested basis.

- for whom? Canada Energy Regulator;
- One (1) year with four (4) one year option periods;
- Services to be provided to:
 - Vancouver, British Columbia;
 - Calgary, Alberta;
 - Montreal, Quebec

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or



security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

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

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The **2006 (2020-05-28)** Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of **2006**, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Submission of Offers

Bids must be submitted only to Canadian Energy Regulator (CER) by email to proposal.propositions@cer-rec.gc.ca by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to Canadian Energy Regulator (CER) will not be accepted.

All emailed bids must be received before the bid closing date and time. Any email received after the bid closing date and time will not be accepted. Bidders should note the file attachment size limit is 10MB

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is



completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive



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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.



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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

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

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Bid *PDF soft copies via email*

Section II: Financial Bid *PDF soft copies via email*

Section III: Certifications *PDF soft copies via email*

Section IV: Additional Information *PDF soft copies via email*

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and



- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Bidders are advised to address each criterion in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory criteria may be excluded from further considerations. The technical proposal should address each of the criteria in the order in which they appear.



Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Criterion ID	Mandatory Criteria	Proposal Page #
French and English Language Services		
M1	Bidders' firm must have a minimum of five (5) years experience in providing Adult French and English language training	
M2	Bidder's must have a minimum of three (3) Proposed Resource(s) (two (2) to provide Adult French Training and one (1) for English Training in Calgary Alberta.	
M3	Bidder's must provide Proposed Resource(s) with a minimum of three (3) years' of experience providing Adult French language training.	
M4	Bidder's must provide Proposed Resource(s) with a minimum of three (3) years' of experience providing Adult English language training.	
M5	Bidder's must have a minimum of three (3) Proposed Resource(s) that have a minimum of 660 hours providing Adult French and English Language Training up to the Federal Government C Level in the last three (3) years. <u>Two (2) Proposed Resource(s) must be for Adult French Language Training.</u>	
M6	Bidder's must provide one (1) reference of a Proposed Resource Federal Client who was successful of obtaining a Federal Language Level of CCC or E in French. <u>Note: the reference must be a current Federal Employee.</u>	



Criterion ID	Mandatory Criteria	Proposal Page #
M7	Bidder's must provide one (1) reference of a Proposed Resource Federal Client who was successful of obtaining a Federal Language Level of BBB in French. Note: the reference must be a current Federal Employee.	
M8	Bidder's must provide Résumé for all Proposed Resource(s).	
M9	Bidder's must provide appropriate documentation of post-secondary educations or certification.	

4.1.1.2 Point Rated Technical Criteria

4.2 Basis of Selection

4.2.1 SACC Manual Clause A0027T, Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 20 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 30 points.
2. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40% for the price.
3. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
4. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively.



Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

total available points equals 135 and the lowest evaluated price is \$45,000 (45).

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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



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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.2 Status and Availability of Resources

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

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



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from August 2021 to August 2022.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) one year periods, from August 2022 to August 2026 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.



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

7.4.4 Delivery Points

Delivery Points:

- 1) Vancouver, British Columbia
- 2) Calgary, Alberta
- 3) Montreal, Quebec

7.5 Authorities

7.5.1 Standing Offer Authority

The Contracting Authority for the Contract is:

The Standing Offer Authority is:

Name: **Jenny Gong**
 Title: Group Leader, Supply Management
 Organization: Canadian Energy Regulator
 Accounting and Procurement
 Address: 517 Tenth Avenue SW, Suite 210
 Calgary, Alberta
 T2R 0A8

Telephone: (403)-470-1748
 E-mail address: Jenny.Gong@cer-rec.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____

 Telephone: ____ - ____ - _____
 Facsimile: ____ - ____ - _____
 E-mail address: _____

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

7.5.3 Offeror's Representative

Fill in or delete, as applicable.



7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Canada Energy Regulator.

7.8 Call-up Allocation and Procedures

7.8.1 Call-up Allocation

Maximum of three (3) Standing Offers could be awarded to ensure that all work activities can be provided at each delivery points.

7.8.2 Call-up Procedures

- a) Offerors will be contacted directly as described in the article 7.9.1 above.
- b) The Contract Authority (as applicable) will provide the Offeror with details of the work activities to be performed within the scope of this Standing Offer including a description of the deliverables to be submitted.
- c) The Offeror will prepare and submit a proposal for the work as required by the Project Authority (as applicable). The proposal shall include a cost quotation establishing by utilizing the applicable rate as shown in Annex "B" – Basis of Payment, a schedule indication completion dates for major work activities and submission dates for deliverables/reports with supporting details. The proposal must be submitted to the Project Authority (as applicable within ten (10) business days of receiving the requests, unless otherwise specified in writing by the Project Authority.
- d) Upon acceptance by the Project Authority of the Offeror's proposal for the services, the Offeror will be authorized by a contracting Authority to proceed with the work through the issuance of a duly completed and signed Call-up against a Standing Offer.
- e) The Offeror must not commence work until the Call-up against the Standing Offer has been signed by the Contracting Authority. The Offeror acknowledges that any and all work performed in the absence of a Call-up against the Standing Offer signed by the Contracting Authority will be undertaken at the Offeror's own risk, and Canada shall not be liable for payment therefor,

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 CAD (Applicable Taxes included).



7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Security Requirements Check List (*if applicable*);
- g) Annex D, 942 Call-Up Against Standing Offer Form;
- h) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

7.12 Certifications and Additional Information

7.12.1 Compliance

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

7.12.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

7.13 Applicable Laws

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

7.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.



B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must provide the items detailed in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

The Work is to be performed during the period of XX August 2021 to XX August 2022.

7.3.2 Option Periods of the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.3.3 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

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



Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** () **NO** ()

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:



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

7.5 Payment

7.5.1 Basis of Payment

Contractor will be paid for the Work performed in accordance with the Annex "B" Basis of Payment. Customs duties are excluded and Applicable Taxes are extra.

7.5.2 Method of Payment – Monthly Payment

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

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

7.5.4 Discretionary Audit

The estimated amount of profit included in the Contractor's price or rate certification is subject to audit by Canada, before or after payment is made to the Contractor under the conditions of the Contract. The purpose of the audit would be to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated firm price and fixed-time rate contracts performed during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).

If the audit demonstrates that the actual profit is not reasonable and justifiable, as defined above, the Contractor must repay Canada the amount found to be in excess.

7.5.5 Time Verification

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



7.5.6 Electronic Payment of Invoices – Call-up

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

- a. Direct Deposit (Domestic and International);

7.6 Invoicing Instructions

- a) The Contractor is required to provide the Project Authority with an invoice identifying the following information:
 - i. Call-Up number;
 - ii. Dates and locations of the sessions
 - iii. Number of days and number of sitting hours/day;
 - iv. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- b) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- c) Invoices must be distributed as follows:

<<insert the Project Authority email, prior to award>>

7.7 Insurance Requirements

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

7.8 Federal Contractors Program for Employment Equity - Default by the Contractor

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

7.9 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.



- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



ANNEX "A"

STATEMENT OF WORK

FRENCH AND ENGLISH LANGUAGE TRAINING

1. Background

The Canada Energy Regulator (CER), formerly the National Energy Board (NEB), an independent federal regulator, located in Calgary, Alberta, is a court of record, with the powers, rights and privileges of a superior court, established in 2019 by the Canadian Energy Regulator Act. The mandate of the CER is to promote safety and security, environmental protection and economic efficiency in the Canadian public interest, in the regulation of pipelines, energy development and trade.

The CER reports to Parliament through the Minister of Natural Resources. It regulates interprovincial and international pipelines, international power lines, the export and import of energy, and tolls and tariffs, as well as oil and gas activities on frontier lands. The CER deals with highly visible, publicly debated matters of strategic importance to Canada and its economic, social and environmental future.

The CER is an equal opportunity employer which means we are committed to a skilled and inclusive workforce, employment equity and diversity in the workplace. A core value is Respect for People, including the Canadian public and those who work for the CER. One of the four Focus Areas is People and Workforce which is shining a light on how we can support a diverse and inclusive workplace, including those in the LGBTQ2 community.

2. Objective

The CER requires the services of French or English language trainers to provide part-time or full-time French and English language training in a virtual or face to face setting in either an individual and group setting, on an "As and When" requested basis.

3. Requirement

Contractor to provide adult education French or English language trainers to deliver language training in the following types of sessions:

Part-Time Group Sessions consists of the following:

3.1 To provide group sessions for levels A, B and C, one ½ day session per week for up to 12 weeks.

3.2 To provide group sessions to address specific learning needs, up to two (2) day ½ days duration.

3.3 Part-Time Group sessions to be provide three (3) to four (4) times annually.

Part-Time Individual Sessions consists of the following:

3.4 To provide individual sessions for levels A, B and C, sessions to be comprised of two (2) hour time allocation for a pre-determined amount of weeks to meet specific language needs, up to two (2) times a week.

Full-Time Group Sessions

3.5 To provide group sessions for levels A, B and C, sessions to be comprised of five (5) hours per day for a pre-determined amount of weeks to meet specific language needs and to be determined by PA.

Full-Time Individual Sessions



3.6 To provide individual sessions for levels A, B and C, sessions to be comprised of, five (5) hours per day, for a pre-determined amount of weeks to meet specific language needs and to be determined by PA.

Training will focus on any one or more of the following:

- i. Written Comprehension;
- ii. Written Expression;
- iii. Oral Comprehensive and Expression

Various languages objectives to obtain is as following:

Level A:

Can understand most speech that deals with concrete and routine topics and is delivered slowly and clearly in standard speech. Can make self be understood in short contributions, even though pauses and false starts are very evident. Can talk about everyday aspects of routine activities and can handle a simple question-and-answer exchange. Has sufficient basic vocabulary and grammatical structures to conduct routine transactions involving familiar situations and topics. Structures and vocabulary borrowed from another language can interfere with the clarity of the message. Pronunciation requires close attention from the listener, but there are no long stretches that are unclear.

Level B:

Can understand the main points of clear standard speech that deals with concrete, work-related topics and is delivered at normal speed. Can give a simple description of a concrete topic, can explain main points comprehensively and can compare and discuss alternatives when complications arise. Can speak with some spontaneity, although pauses for grammatical and lexical planning are evident in longer stretches. Has sufficient vocabulary and a variety of simple structures to handle concrete, non-routine situations and topics and can link a series of simple elements into a connected sequence of factual descriptions. There may be miscommunication in some areas, but most stretches are clear. Pronunciation is generally clear enough to be understood, despite an evident accent from another language. Listeners will, at times, need to ask for repetition or clarification.

Level C:

Can understand linguistically complex speech that deals with work-related topics and is spoken in standard dialect at normal speed. Can give clear, detailed descriptions of complex topics and can summarize a discussion. Can express and sustain opinions and can respond to complex and hypothetical questions. Has a fairly natural and even delivery, with occasional hesitations, but most hesitations are for ideas. Has a broad range of vocabulary and structures when talking about complex and abstract topics, with a relatively high degree of control. Makes errors, but these rarely lead to misunderstanding. Pronunciation is clear, even if an accent from another language is noticeable. Occasional mispronunciations occur, but they rarely interfere with communication.

Level E:

Completely Bilingual.



4. **Tasks**

The Contractor and/or Contractor Resource will be responsible for provide the following tasks:

- a. Provide Pre-Course Planning, such as:
 - i. Meet and conduct placement test in person, telephone or virtually with new candidate(s) prior to their language training to determine the recommended course;
 - ii. Assess criteria for placement test English or French;
 - iii. Determine training objectives;
 - iv. Prepare training plans, for approval by the Project Authority (PA), to meet the Candidates' needs and training objectives;
 - v. Meet the with the PA to discuss the Candidate's progress and make pedagogical recommendations, as required;
 - vi. Develop a training plan, to consist of learning objectives, and activities to reinforce the training objectives;
 - vii. Prepare and provide plans for group activities and self-directed learning activities, such as, but not limited to, homework, watch movies, read a book or newspaper or act out real life scenarios to meet the various needs;
 - viii. Developing and adapting language training courses, learning materials or programs; and
 - ix. Developing and adapting training manuals and other material to evaluate student progress.

- b. Provide Course Delivery for Part-Time and Full-Time Session must include;
 - i. Offer individual or group training on-site or virtual distance learning sessions;
 - ii. Provide Candidate with an outline of the learning objectives and learning plan on the first day of the session;
 - iii. Provide course material and other required pedagogical tools;
 - iv. Review the skill levels of the Candidates and making necessary adjustment, with the approval of the PA, within two weeks of the beginning of each session;
 - v. Establish and maintain attendance sheets;
 - vi. Evaluate Candidate's progress and provide Candidate feedback, which should include:
 1. Strengths and weaknesses;
 2. Specific points that need improvement; and
 3. Other relevant observations.
 - vii. Develop a variety activities relevant to the Candidate's;
 - viii. Develop training objectives that use "authentic" documents such as the CER website or newspaper articles;
 - ix. Ensure that correction of errors based on learning objectives and Candidates needs;
 - x. Administer language knowledge and progress tests at the end of each objective to verify Candidates' knowledge;
 - xi. Evaluate Candidates' progress and provide feedback;
 - xii. Provide a one on one meeting with Candidate to advise on their strengths and weakness and specific points that need approvement; and
 - xiii. Establish a progress report for each Candidate's language process.

- c. Provide post course evaluation and administration for both Full-Time and Part-Time sessions:



- i. Administer final language knowledge test with all objectives outlined in the course plan;
- ii. Provide on completion of the language session to provide the PA a recommendation to stay at the current level for further training or proceed to the next level. Reasoning and justification will be required if the recommendation is to stay at current level. To proceed or not to proceed with the recommendation will be the responsibility of the PA.
- iii. Present outcomes, recommendations, follow-up plans, attendance reports and Candidate's learning assessments;
- iv. For Full-Time Session provide a monthly report basis to the PA on training activities to the PA with the following information:
 1. Names of Candidates who have received language training activities for that month;
 2. Number of hours of language training per Candidate;
 3. Number of language training sessions taken per Candidate;
 4. Number of language sessions taken by learning method:
 - a. On-line training;
 - b. Classroom training;
 - c. Private lessons;
 - d. Part-time training; or
 - e. Intensive full-time training.
- v. For Part-Time Sessions provide a report to the PA at the end of the session on training activities to the PA with the following information:
 1. Names of Candidates who have received language training activities for that month;
 2. Number of hours of language training per Candidate;
 3. Number of language training sessions taken per Candidate;
 4. Number of language sessions taken by learning method:
 - a. On-line training;
 - b. Classroom training;
 - c. Private lessons;
 - d. Part-time training; or
 - e. Intensive full-time training.

5. Deliverables

- a. All reports and materials must be provide electronically to the PA; Contractors to provide proof for client review and approval electronically, such as email, DVD or zip file; and
- b. Courses through distance learning which is defined as virtual classroom in which real-time classes conduct over the internet using MS Teams, Zoom or via telephone or similar technology;

6. Constraints

- a. Courses will be based on the existing "Programme de français and English langue seconde and Evaluation second language" preparation method from the Canada School of Public Services (CSPS);
- b. The "Program de français langue seconde Niveaux A, B et C (PFL2)" method from the CSPS is designed to attain the A, B and C level of bilingualism in the federal of government;
- c. Training will focus on preparatory sessions for level B or level C testing by the Federal Government;
- d. Transportation between the Contractor's office and CER locations are the responsibility of the Contractor and the Contractor's Resources. CER will not be held accountable for insurance or reimbursement for any travel;



- e. Decisions concerning revision or definition of policy or platform, as well as contractual obligations and requirements, are excluded from the Contractor services. The Resource must limit themselves to providing comments and recommendations only to the Project Authority (PA) or designated CER personnel on the issues associated in the Task;
- f. The Contractor and Contractor's Resource(s) providing the services must be independent of direct control by servants of Canada and is not in any respect an employee or servant of Canada;
- g. During the performance of the Contract, the Contractor or Contractor's Resource(s) must not direct any agencies, or any personnel of any third parties with whom Canada has or intends to contract, to perform any action;
- h. CER is a scent-free workplace;
- i. All correspondence, either initiated by the Resource(s) or by any section of CER, must be submitted to the PA. Correspondence is defined as records of conversations or decisions as well any written correspondence in any format;
- j. The Contractor and the Contractor's Resource(s) must ensure that, at all times, they do not use the Government of Canada or the Client Agency designations, logos or insignias on any business cards, cubicle/office signs or written/electronic correspondence that in any manner leads other to perceive the Contractor or the Contractor's Resources as being an employee of Canada; and
- k. Any communication with a Contractor regarding the quality of work performed pursuant to this Contract must be undertaken by official correspondence through the Contract Authority (CA).

7. Responsibility of the Contractor

The Contractor responsibilities are as follows:

- a. Contractor must designate one point of contact for the teachers and/or the Project Authority or his/her representative;
- b. Contractor must ensure that any cancelled sessions must be provided prior to the end of the call-up and if not advise the PA if they are not able;
- c. Contractor will be responsible to ensure that all Resources are providing activities for language training session related to the adult education principles, such as:
 - i. For each activity, give instructions and describe the process by specifying:
 - 1. What the learners must do,
 - 2. The duration of the activity,
 - 3. The anticipated outcome and
 - 4. The materials and tools to be used.
 - ii. For each activity, indicate the objectives by specifying:
 - 1. The knowledge or know-how the activity is intended to develop, and
 - 2. The link between the objective of the activity and the training objective.
- d. Contractor must have the ability to deliver training in both in-person and distance learning environments;
- e. Contractor requires to provide two (2) calendar days notice should a session not be conducted;
- f. Contractor must agree to provide certified language trainers in French or English;
- g. Contractor must ensure the language trainers are available for the entire training session;
- h. For all Human Resources and Disciplinary Action for their Resources for the duration of the Contract;
- i. For the immediate removal of any Resource, upon the request of the PA or CA;



- j. For providing a replacement Resource at the request of the CA, should the any language trainers are not available for a period of five (5) days or more or unable to further provide the Work associated on the call-up;
- k. Any replacement Resource must adhere to the evaluation that original language trainer was accepted with; and
- l. To contact the CA, and only the CA, for any contractual issues concerning the Task Authorization Contract and/or Task Authorization

8. Responsibility of the Resource

- a. Resource must advise Contractor and CER by email by 7:30 should a session cannot be conducted that day;
- b. Encourage Candidate's to communicate in the language being taught;
- c. Ensure maximize Candidate's speaking time;
- d. Ensure that Candidate's are practicing the related material in communication situations;
- e. Take into account the needs, interests and experience of learners while conducting the activities;
- f. To send in writing to both the Contractor and the PA if they are unavailable to commence work if the Work is required to be conducted;
- g. Will provide any written reports or documentation electronically to the PA on designated time periods established in each individual call-up.

9. Responsibility of CER

- a. CER will provide dictionaries and Bescherelles to each Candidate;
- b. CER will provide access to the "Programme de français et d'anglais langue seconde and Evaluation second language" preparation method om the Canada School of Public Service (CSPS);
- c. PA will accept or decline any additional/replacement resources in writing to the Contractor within two (2) days of receiving résumé;
- d. CER will be requesting a language session questionnaire at the end of each session that has been developed by the CER Language Training Program and the PA will provide a summary of positive and negative of that specific session from the input of the Candidates to the Contractor;
- e. PA will be responsible for notifying the CA immediately of any disciplinary issues regarding the Contractor's Resource;
- f. CA will be responsible to immediately notifying by phone and then by a follow-up in writing via email to the Contractor of any non-urgent disciplinary issues; and
- g. CER will be responsible for the immediate removal of the Contractor's Resource should there be an issue with safety to CER Employees and/or CER Resources and/or property. CA will immediately notify by phone and follow-up in writing via email to the Contractor for the reason(s) and circumstance(s) of the immediate removal of the Contractor's Resource.

10. Location

Each call-up will indicate if the in-class sessions, group or individual will be conducted at the CER office at Centre 10, 517 10th Avenue SW, Calgary or at the Contractor's office. In class sessions, group or individual must be conducted in the designated core hours of 9 am to 3 pm, Monday to Friday.

11. Travel

There is no travel associated with this Statement of Work.



ANNEX "B"

BASIS OF PAYMENT

The bidder must complete this pricing schedule and include it in its Financial Bid. Customs duties are excluded and applicable taxes are extra.

Any estimated level of services specified in this pricing schedule is provided for bid evaluation price determination purposes only. Levels of effort are provided as estimates, only and must not be construed as a commitment by CER to respect those estimates in any resulting contracts.

Initial Contract Period (August XX, 2021 to August, 2022)

Description	Estimated Level of Effort per day	Firm Hourly Rate	Sub-Total LoE X \$ = ST
Virtual Training			
Virtual French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual French Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual English Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training at CER Office			
In-Person French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person French Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training at Language School			
In-Person French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person French Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person English Training Part-Time	120 hours	\$XX.XX	\$XXX.XX



Option Period 1 – (August XX, 2022 to August XX, 2023)

Description	Estimated Level of Effort per day	Firm Hourly Rate	Sub-Total LoE X \$ = ST
Virtual Training			
Virtual French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual French Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual English Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training at CER Office			
In-Person French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person French Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training at Language School			
In-Person French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person French Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person English Training Part-Time	120 hours	\$XX.XX	\$XXX.XX

Option Period 2 – (August XX, 2023 to August XX, 2024)

Description	Estimated Level of Effort per day	Firm Hourly Rate	Sub-Total LoE X \$ = ST
Virtual Training			
Virtual French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual French Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual English Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training at CER Office			
In-Person French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person French	120 hours	\$XX.XX	\$XXX.XX



Training Part-Time			
In-Person English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training at Language School			
In-Person French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person French Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person English Training Part-Time	120 hours	\$XX.XX	\$XXX.XX

Option Period 3 – (August XX, 2024 to August XX,2025)

Description	Estimated Level of Effort per day	Firm Hourly Rate	Sub-Total LoE X \$ = ST
Virtual Training			
Virtual French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual French Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual English Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training at CER Office			
In-Person French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person French Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training at Language School			
In-Person French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person French Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person English Training Part-Time	120 hours	\$XX.XX	\$XXX.XX



Option 4 – (August XX, 2025 to August XX, 2026)

Description	Estimated Level of Effort per day	Firm Hourly Rate	Sub-Total LoE X \$ = ST
Virtual Training			
Virtual French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual French Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
Virtual English Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training at CER Office			
In-Person French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person French Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person Training at Language School			
In-Person French Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person French Training Part-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person English Training Full-Time	120 hours	\$XX.XX	\$XXX.XX
In-Person English Training Part-Time	120 hours	\$XX.XX	\$XXX.XX



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 20-0083
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) / LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine CER	2. Branch or Directorate / Direction générale ou Direction HR Programs	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Establish a Standing Offer for in person or virtual language training.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
--





Contract Number / Numéro du contrat 20-0083
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : No Security requirements

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Contract Number / Numéro du contrat 20-0083
Security Classification / Classification de sécurité

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIEL			COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



ANNEX “E” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

() Direct Deposit (Domestic and International);



ANNEX "F" "to PART 5 OF THE REQUEST FOR STANDING OFFERS

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

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

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

- A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Offeror is not a Joint Venture.

OR

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