



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

Innovation, Science and Economic
Development/Innovation, Sciences et
Développement
économique Canada

Contracting and Procurement Unit/
Unité des contrats et de l'approvisionnement

**Leonard.irani@ised-isde.gc.ca
REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To:

Innovation, Science and
Economic Development.

We hereby offer to sell to Her Majesty the Queen in
right of Canada, in accordance with the terms and
conditions set out herein, referred to herein or attached
hereto, the goods, services, and construction
listed herein and on any attached sheets at the price(s)
set out thereof.

Instructions: See Herein

Proposition à Innovation ,
Sciences et Développement
économique Canada

Instructions : Voir aux présentes

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

Comments - Commentaires

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

Issuing Office – Bureau de distribution
Innovation, Science and
Economic Development
Contracting and Procurement Unit
235 Queen Street,
Ottawa, Ontario K1A 0H5

Title – Sujet Modern Digital Radio Modulation E-Learning Training Course	
Solicitation No. – N° de l'invitation 201766	Date May 13, 2022
Solicitation Closes – L'invitation prend fin at – 2: PM on – June 22, 2022	Time Zone Fuseau horaire Eastern Standard Time
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Leonard Irani Leonard.irani@ised-isde.gc.ca	
Telephone No. – N° de téléphone : (613) 447-7050	FAX No. – N° de FAX N/A
E-mail address – Adresse courriel : Leonard.irani@ised-isde.gc.ca	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	
Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature _____	Date _____



REQUEST FOR PROPOSAL (RFP)

FOR THE PROVISION OF

Modern Digital Radio Modulation E-Learning Training Course (Available in English and French)

SUBMITTED BY

INNOVATION, SCIENCE AND ECONOMICS DEVELOPMENT CANADA (ISED)



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity – Certification.

1.2 Summary

1.2.1 Innovation, Science and Economic Development Canada is seeking a Innovation, Science & Economic Development Canada (ISED Canada) requires training services to provide and host an on-line, self-paced, e-learning technical training course designed to teach the principles of digital radio modulation used in modern radio frequency (RF) wireless communications systems to ISED Canada's Spectrum Management Officers (SMOs).

The training requirement of ISED Canada's Spectrum Management Officers is highly specialised. Their role requires them to have a broad knowledge across many aspects of spectrum management from licensing, policy, and regulations to in-depth technical training on both analog and digital radio modulation theory and methods, current and evolving radio equipment technologies, the identification and resolution of radio frequency interference, radio emission analysis, license and radio standards compliance measurements, including equipment used to perform such measurements.

ISED Canada requires an effective and efficient e-learning course to provide specialized training covering digital radio modulation to SMOs. Digital modulation theory and principles is an evolving and comprehensive subject and is considered mandatory prerequisite knowledge for the continued training of SMOs. ISED Canada is seeking the training services of an external Service Provider with the necessary capacity and subject matter expertise to provide the required technical training through an online, self-paced, e-learning course.

The estimated period of the Contract is from date of Award until (to be completed at contract award) with four(4) option year.



Certification-Bid- A3015T- 2014-06-26

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to the ISED Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Due to the nature of the bid solicitation, bids transmitted by facsimile to ISED will not be accepted.

2.3 Former Public Servant

To be completed by the Bidder:

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



Definitions:

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the



published proactive disclosure reports in accordance with Contracting Policy Notice: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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



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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- a. **Copies of Bid:** Canada requests that bidders provide their bid in separately bound sections as follows :
- i. Section I: Technical Bid (1 electronic copy)
 - ii. Section II: Financial Bid (1 electronic copy)
 - iii. Section III: Certifications not included in the Technical Bid (1 electronic copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the electronic copy, the wording of the electronic copy will have priority over the wording of the soft copy. "

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

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

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

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, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
 - a. 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
 - b. 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 Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. the total amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

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

3.1.4 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

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



4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria - Highest Combined Rating of Technical Merit and Price-A0027T-2012-07-16

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 33 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 55 points.
2. Bids not meeting "(a) or (b) or (c)" will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. 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.



Example: 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. The total available points for this example equals 135 and the lowest evaluated price is \$45,000 (45).

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences



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

5.1.2 Additional Certifications Required with the Bid

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3.2 Status and Availability of Resources-A3005T-2010-08-16

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



control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.2.3.4 Education and Experience

5.2.3.4.1 SACC Manual clause A3010T 2010-08-16 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

The Contractor must provide the items detailed under the "Requirement" at Annex A

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

2035-2021-12-02 General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Contract is from date of Contract to *(to be completed at contract award)* inclusive.



6.3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four 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.

6.4 Authorities

6.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Leonard Irani
Title: Senior Contract & Procurement Advisor
Innovation, Science and Economic Development Canada
Address: 235 Queen Street Ottawa Ontario
Telephone: 613-447-7050
E-mail address: Leonard.irani@ised-isde.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.4.2 Project Authority

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



6.4.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail address: _____

6.5 Proactive Disclosure of Contracts with Former Public Servants

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

6.6 Payment

6.6.1 Basis of Payment-C0207C-2013-04-25

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm Lot price in Annex A for a cost of \$ at contract award. Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

SACC Manual clause C6000C 2017-08-17 Limitation of Price

6.6.3 Monthly Payment -H1008C-2008-05-12

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.

6.6.4 T1204-Direct Request by Customer Department-A9117C-2007-11-30



1. payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

6.6.5 Electronic Payment of Invoices – Contract

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

- a. () Direct Deposit (Domestic and International);
- b. () Wire Transfer (International Only);

6.6.6 Time Verification

Time Verification 2008-05-12

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.

6.7 Invoicing Instructions-H5001C-2008-12-12

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

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the following address for certification and payment.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are



conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.8.2 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.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement; 2003- 2020-05-28-Standard Instructions-Goods or Services-Competitive Requirements.
- (b) the general conditions 2035- 2021-12-02 -General Conditions-Higher Complexity -Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;.
- (e) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

6.11 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

Project Title:

Modern Digital Radio Modulation E-Learning Training Course (Available in English and French)

Background:

Innovation, Science & Economic Development Canada (ISED Canada) requires training services to provide and host an on-line, self-paced, e-learning technical training course designed to teach the principles of digital radio modulation used in modern radio frequency (RF) wireless communications systems to ISED Canada's Spectrum Management Officers (SMOs).

The training requirement of ISED Canada's Spectrum Management Officers is highly specialised. Their role requires them to have a broad knowledge across many aspects of spectrum management from licensing, policy, and regulations to in-depth technical training on both analog and digital radio modulation theory and methods, current and evolving radio equipment technologies, the identification and resolution of radio frequency interference, radio emission analysis, license and radio standards compliance measurements, including equipment used to perform such measurements.

ISED Canada requires an effective and efficient e-learning course to provide specialized training covering digital radio modulation to SMOs. Digital modulation theory and principles is an evolving and comprehensive subject and is considered mandatory prerequisite knowledge for the continued training of SMOs. ISED Canada is seeking the training services of an external Service Provider with the necessary capacity and subject matter expertise to provide the required technical training through an online, self-paced, e-learning course.

Project Requirement / Objective:

In consultation with ISED Canada, the Service Provider is required to provide and host an online, self-paced, e-learning technical training course in both English and French. The Service Provider shall use the topics listed in **Section 4.1** and with reference to **Appendix 1 – Glossary Of Terms** as a framework for the course contents on the fundamental theory and principles of digital modulation used in modern RF wireless communications systems.



Scope of Work / Tasks:

Pursuant to the principles and best practices for online adult education and in consultation with ISED Canada, the Service Provider shall be responsible for providing, hosting and maintaining an online, self-paced, e-learning course which students will access remotely via the Internet. The course can be broken down into modules covering the different topic groupings specified in Section 4.1, as the Service Provider deems appropriate.

This course shall be designed and delivered using the optimal level of detail for each of the topic areas and must include an appropriate mix of the following interactivity:

- Text
- Narration
- Slides
- Infographics and Animations
- Instructional Video
- Quizzes

*** Bidder's submissions shall provide a detailed description of their proposed course content covering the topics along with descriptions of the design elements and interactivity proposed to cover areas of the course. (Descriptions of content coverage, design elements and interactivity incorporated into course will be point rated.)**

The course must be available in English and French. The language preference should be selectable at the beginning with the course content proceeding in either English or French.

The Service Provider should facilitate a feedback mechanism with ISED Canada to accommodate such items as course reviews and recommendations, student course completions, system outage notifications and system maintenance.

Upon the availability of the e-learning course hosted by the Service Provider, students would enroll in the course online. The students would be composed of ISED staff requiring the training. The Service Provider must provide unlimited student access to all course content on-demand 24/7 for a minimum of 365 days from the date of a specific student's enrollment.

The Service Provider must provide multiple-choice testing with a minimum pass mark of 70% and provide the student with a personalized certificate upon successful completion of the course. Upon a non-pass mark, provisions for reviewing the course material and retaking the test(s) should be accommodated.

ISED Canada will provide the students with a laptop computer having web browser capability to access and complete the training course.



4.1 Required Topics to be Covered:

Referencing the topics listed below as the framework for the contents, the Service Provider is responsible for developing, maintaining, and hosting an online, self-paced, e-learning training course as per the terms of this "Statement of Work":

4.1.1 INTRODUCTION TO DIGITAL COMMUNICATIONS

- (i) Overview of digital radio vs analog radio
- (ii) Practical advantages and disadvantages of digital radio
- (iii) OSI model overview
- (iv) Digital modulation principles
 - 1. How does digital modulation work (Ones and Zeros)
 - 2. Sampling process & required sampling rate (Nyquist)
 - 3. Required number of bits
- (v) Use of common baseband signal processing (i.e. Gray coding) to improve:
 - 1. Error correction (BER, FEC, CRC)
 - 2. Data compression
 - 3. Encryption

4.1.2 COMMON MODULATION METHODS (ASK, FSK, PSK)

- (i) Overview of each modulation technique
 - 1. Amplitude shift keying
 - 2. Frequency shift keying
 - 3. Phase shift keying
- (ii) Advantages and disadvantages of each type

4.1.3 WHAT IS I/Q

- (i) How is it used in digital radio

4.1.4 POLAR VS I/Q REPRESENTATION

- (i) What is the difference between polar and I/Q display
- (ii) Projecting signal onto I/Q axes
- (iii) Polar to rectangular conversion for I/Q
- (iv) EVM
- (v) CONSTELLATION & EYE DIAGRAM
 - (i) What are they
 - (ii) How are they used to represent common modulation methods
 - (iii) How can they be used to determine modulation type
 - (iv) Using both to troubleshoot signal impairments

4.1.5 MAPPING SYMBOLS TO I/Q VOLTAGES

- (i) What is the relationship of bits to voltages to states to symbols
- (ii) Example voltage/symbol mapping using QPSK (4 symbols)
- (iii) Examples of more complex modulations and voltage maps



4.1.6 SYMBOL RATE VS BIT RATE VS SPECTRAL EFFICIENCY

- (i) Transmission bandwidth vs performance
- (ii) Difference between symbol rate and bit rate
- (iii) How does symbol rate affect both bandwidth and SNR requirements

4.1.7 BASIC TRANSMITTER/RECEIVER ARCHITECTURE

- (i) Block-diagram overview of basic architecture of digital radio transmitter and receiver

4.1.8 FILTERS, FILTERING TYPES, COEFFICIENTS & EFFECTS ON TRANSMITTER OUTPUT

- (i) Why are they needed
- (ii) Pulse shaping and transmission bandwidth
- (iii) Common filter types used in digital modulation
- (iv) What is the filter coefficient and how is it applicable to digital radio
- (v) Effects of filtering on I/Q voltages and carrier frequency

4.1.9 INTER-SYMBOL INTERFERENCE (ISI) AND RRC FILTERS

- (i) What is ISI
- (ii) How is ISI mitigated
- (iii) What are Root Cosine / Raised Root Cosine filters and why are they used

4.1.10 OTHER COMMON MODULATION METHODS (ie. QAM, $\pi/4$ DQPSK, FDM, OFDM, TDM)

- (i) Brief overview of each modulation type
- (ii) Advantages and disadvantages in terms of:
 - 1. Bit rate
 - 2. SNR and signal bandwidth requirements
 - 3. Transmitter power requirements
 - a. Explanation of CCDF
 - b. How does CCDF apply to transmitter power requirements
- (iii) Common use cases – where do you find examples of these methods being used

4.1.11 MODULATION CHARACTERISTICS WHICH CAN BE MEASURED

- (i) Review / Summary of measurable modulation characteristics of a “digital” radio signal
 - 1. EVM
 - 2. IQ Amplitude imbalance
 - 3. IQ Phase imbalance
 - 4. IQ DC offset
 - 5. Bit mapping
 - 6. Symbol Timing
 - 7. Group Delay
 - 8. BER, MER, Eb/No
 - 9. Noise
 - 10. Interference

Deliverables / Timelines:

The course must be delivered via online, self-paced, e-learning training modules which the students will progress through until completion.

The Service Provider should specify the estimated number of hours required for a student to complete the course. ISED Canada is estimating the level of topic coverage, course content and detail should be based on a completion timeframe of approximately thirty (30) hours, excluding any external links to additional information resources or references.

ISED Canada anticipates enrolling a minimum of twenty (20) students per year in the course with the ability to add additional students as needed.



ISED Canada is planning for an initial one (1) year contract with four (4) additional 1 -year contract extension options.

ISED Canada's preference is to have the e-learning training course available by the end of Summer 2022 with content available in both English and French. Students would begin enrolling in the course the beginning of the Fall 2022.

Constraints:

Minimum Service Provider Competencies

The Service Provider shall have a minimum of five (5) years recent experience in providing online e - learning training courses. To demonstrate this experience the Bidder must provide examples of e - learning training courses they have provided spanning the period.

The Service Provider must have a minimum of five (5) years recent experience providing technical training relevant to the topics listed in Section 4.1. To demonstrate this experience the Bidder shall provide samples of their relevant training material spanning the period.

Client Support:

For student reference, the Service Provider shall provide supporting course materials and application notes in both English and French.

The Service Provider should facilitate a feedback mechanism with ISED Canada to accommodate such items as course reviews and recommendations, student course completions, system outage notifications and system maintenance.

Work Location:

Not applicable (online e-learning course)

Official Languages:

All course material including text, narrations, slides, infographics and animations, quizzes, video instruction and certificates must be available in both English and French.

Travel:

No Service Provider travel is anticipated.



Appendix 1 – Glossary Of Terms

Glossary	
ASK	Amplitude Shift Key
BER	Bit Error Ratio
CCDF	Complimentary Cumulative Distribution Function
CRC	Cyclic Redundancy Check
Eb/No	Signal To Noise Ratio Per Bit
EVM	Error Vector Magnitude
FDM	Frequency Division Multiplex
FEC	Forward Error Correction
FSK	Frequency Shift Key
I/Q	In-Phase / Quadrature
ISED	Innovation, Science & Economic Development Canada
ISI	Inter-symbol Interference
MER	Modulation Error Ratio
OFDM	Orthogonal Frequency Division Multiplex
OSI	Open Systems Interconnection
PSK	Phase Shift Key
QAM	Quadrature Amplitude Modulation
QPSK	Quadrature Phase Shift Key
SMO	Spectrum Management Officer
RF	Radio Frequency
RRC	Raised Root Cosine
SNR	Signal To Noise Ratio
TDM	Time Division Multiplex
VPN	Virtual Private Network
$\pi/4$ DQPSK	$\pi/4$ Differential Quadrature Phase Shift Key



ANNEX B

BASIS OF PAYMENT

A – Initial Contract Period

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

Initial Contract Period Date of Contract award to March 31, 2023			
Requirement	Quantity	Unit Price	Total (Before Tax)
Digital Modulation E-Learning Course implementation & maintenance.	1	\$	\$
One bulk fixed rate to cover 20 course registrations.	1	\$	\$
Option to add additional course registrations above 20 throughout the period. (Cost per registration.)		\$	
Applicable Taxes			\$
Total price			\$

B - Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

Option Period 1 April 1, 2023 to March 31, 2024			
Requirement	Quantity	Unit Price	Total (Before Tax)
Digital Modulation E-Learning Course maintenance.	1	\$	\$
One bulk fixed rate to cover 20 course registrations.	1	\$	\$
Option to add additional course registrations above 20 throughout the period. (Cost per registration.)		\$	
Applicable Taxes			\$



Option Period 2 April 1, 2024 to March 31, 2025			
Requirement	Quantity	Unit Price	Total (Before Tax)
Digital Modulation E-Learning Course maintenance.	1	\$	\$
One bulk fixed rate to cover 20 course registrations.	1	\$	\$
Option to add additional course registrations above 20 throughout the period. (Cost per registration.)		\$	
Applicable Taxes			\$
Total price			\$

Option Period 3 April 1, 2025 to March 31, 2026			
Requirement	Quantity	Unit Price	Total (Before Tax)
Digital Modulation E-Learning Course maintenance.	1	\$	\$
One bulk fixed rate to cover 20 course registrations.	1	\$	\$
Option to add additional course registrations above 20 throughout the period. (Cost per registration.)		\$	
Applicable Taxes			\$
Total price			\$

Option Period 4 April 1, 2026 to March 31, 2027			
Requirement	Quantity	Unit Price	Total (Before Tax)
Digital Modulation E-Learning Course maintenance.	1	\$	\$
One bulk fixed rate to cover 20 course registrations.	1	\$	\$
Option to add additional course registrations above 20 throughout the period. (Cost per registration.)		\$	
Applicable Taxes			\$
Total price			\$



ANNEX C to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ Direct Deposit (Domestic and International);
- ☐ Wire Transfer (International Only);



ANNEX D to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting 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 a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive 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 bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, 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 Bidder is not a Joint Venture.

OR

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



ANNEX E

Evaluation Criteria

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Under Mandatory Technical Criteria template Colum Page # and Compliant must be filled out.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

ISED may terminate the evaluation upon the first finding of non-compliance of a mandatory requirement.

Criteria #	Mandatory Criteria	Required Supporting Information	Page #	Compliant (Yes/No)
M1	The Service Provider shall have a minimum of five (5) years recent experience in providing online e-learning training courses.	To demonstrate this experience the Bidder must provide examples of e-learning training courses they have provided spanning the five (5) year period.		
M2	The Service Provider must have a minimum of five (5) years recent experience providing technical training relevant to the topics listed in Annex A, Section 4.1 in the Statement of Work.	To demonstrate this experience the Bidder shall provide samples of their relevant training materials spanning the five (5) year period.		
M3	The Service Provider shall use the topics listed in Annex A, Section 4.1 in the Statement of Work and with reference to Appendix 1 – Glossary Of Terms as a framework for the course contents.	The Bidder shall provide a detailed description of their proposed course content covering the topics along with descriptions of the design elements and interactivity used to cover areas of the course content. (The level of detail, the design elements and interactivity used to cover the course will be point rated.)		
M4	The Service Provider shall be responsible for providing, hosting and maintaining an online, self-paced, e-learning course which students will access remotely via the Internet.	The Bidder shall provide details of their course hosting and maintenance procedures along with a description of how students will access this course and receive their results and certificate of successful completion.		
M5	All course material including text, narrations, slides, infographics and animations, quizzes, video instruction and certificates must be available in both English and French.	The Bidder must certify that all elements of the course shall be available in both English and French.		



Point Rated Technical Criteria

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

Bids which fail to obtain the required minimum number of **33** points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Criteria #	Points Rated Criteria	Required Supporting Information	Page #	Points Allocated	Score
R1	The Service Provider can have more than the mandatory minimum five (5) years experience in providing online e-learning training courses.	To demonstrate this experience, the Bidder must provide examples of e-learning training courses they have provided over the additional periods specified. 5 points for each additional 5 year period above the mandatory minimum 5 years, up to a maximum of 10 points.		10	_____
R2	The Service Provider can have more than the mandatory minimum five (5) years experience providing technical training relevant to the topics listed in Annex A, Section 4.1 in the Statement of Work.	To demonstrate this experience, the Bidder shall provide a sample of their relevant training material spanning the additional period specified. 5 points for each additional 5 year period above the mandatory minimum 5 years, up to a maximum of 10 points.		10	_____
R3	The course shall be designed and delivered using the optimal level of detail for each of the topic areas and must include an appropriate mix of the following interactivity: •1. Level of Detail •2. Text •3. Narration •4. Slides •5. Infographics and Animations •6. Instructional Videos •7. Quizzes	The Bidder shall provide descriptions of the proposed course content covering the topics and descriptions of the design elements and interactivity used to cover areas of the course. Up to 5 points for each of the seven (7) bullets listed up to a maximum of 35 points.		35	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____
				Total points out of a maximum of 55	

