



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:

Director Services Contracting 4 (D Svcs C 4)
Attention: Rob Best
By e-mail to:
DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca

Proposal To: National Defence Canada

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

Proposition à: Défense nationale Canada

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

Comments – Commentaires

**THIS DOCUMENT DOES NOT CONTAIN A
SECURITY REQUIREMENT.**

**CE DOCUMENT NE CONTIENT AUCUNE
EXIGENCE EN MATIÈRE DE SÉCURITÉ.**

Solicitation Closes – L'invitation prend fin

At: – à:
2:00 PM Eastern Daylight Time (EDT)
On: – le :
28 June 2022

Title – Titre Data Science and Programming Training	Solicitation No. – N° de l'invitation W6369-22-X043
Date of Solicitation – Date de l'invitation May 2022	
Address Enquiries to: – Adresser toutes questions à: by e-mail to Robert.Best@forces.gc.ca	
Telephone No. – N° de téléphone	FAX No. – N° de fax
Destination National Defence Headquarters 101 Colonel By Drive Ottawa, Ontario K1A 0K2	

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery Required – Livraison exigée	Delivery Offered – Livraison proposée
Vendor Name and Address – Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name – Nom _____	Title – Titre _____
Signature _____	Date _____

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no security requirements associated with this bid solicitation.

1.2 Statement of Work

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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, with the following modifications:

- (a) Section 02, Procurement Business Number, is deleted in its entirety.
- (b) In section 05, Submission of bids, subsection 2.d) is deleted in its entirety and replaced with the following:
 - d. send its bid only to the Department of National Defence organization receiving the bids as specified on page 1 of the bid solicitation;
- (c) In section 05, Submission of bids, subsection 4 is amended as follows:

Delete: 60 days
Insert: 120 calendar days
- (d) Section 06, Late bids, is deleted in its entirety.
- (e) Section 07, Delayed bids, is deleted in its entirety and replaced with the following:

07 Delayed bids

It is the Bidder's responsibility to ensure that its entire submission has been received. Misrouting or other e-mail delivery issues resulting in the late submission of bids are not acceptable reasons for the bid to be accepted by the Department of National Defence.

- (f) In section 08, Transmission by facsimile or by epost Connect, subsections 1.a and 2 are deleted in their entirety.
- (g) In section 20, Further information, subsection 2 is deleted in its entirety.

2.2 Submission of Bids

Unless specified otherwise in the bid solicitation or otherwise directed by the Contracting Authority, bids must be submitted only to the Department of National Defence organization by e-mail by the date and time indicated on page 1 of the bid solicitation.

E-Mail Submissions: Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through

more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that its entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues to affect bid receipt, bidders are requested to include in the body of their e-mail(s) a list of all documents attached to the e-mail(s), and allow sufficient time before the closing date and time to confirm receipt. Canada will not accept any bids submitted after the closing date and time.

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 - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid - one (1) soft copy submitted by email,

Section II: Financial Bid - one (1) soft copy submitted by email,

Section III: Certifications - one (1) soft copy submitted by email.

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 their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders 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 Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” to Part 3 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

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

ATTACHMENT 1 to PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid its quoted all-inclusive rate (in Can \$).

The inclusion of volumetric data in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Course	All-Inclusive Fixed Price per student (Can \$)	Estimated Number of Students	Total (Can \$)
	A	B	C = A x B
Initial Contract Period:			
Self-paced online training as per Annex "A" – Statement of Work Article 3.0.	\$	100	\$
Total, Period of the Contract			\$
Extended Contract period 1:			
Self-paced online training as per Annex "A" – Statement of Work Article 3.0.	\$	100	\$
Total, Extended Contract Period 1			\$
Extended Contract period 2:			
Self-paced online training as per Annex "A" – Statement of Work Article 3.0.	\$	100	\$
Total, Extended Contract Period 2			\$
Total Evaluated Price (inclusive of all option periods)			\$

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2 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;
 - b. Meet all mandatory evaluation criteria; and
 - c. Obtain the required minimum of 15 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 30 points.
2. Bids not meeting (a), (b), and (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price for each responsive resource. 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 resource 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 resource will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive resource, 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. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).
8. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the technical criteria which are subject to point rating will be recommended for award of a contract.

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 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating		83.84	75.56	80.89
Overall Rating		1 st	3 rd	2 nd

ATTACHMENT 1 to PART 4, EVALUATION CRITERIA

1. MANDATORY EVALUATION CRITERIA

Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

NO.	MANDATORY CRITERION	BID PREPARATION INSTRUCTIONS
MT1	The Bidder must clearly demonstrate it has a minimum of five (5) years' experience within the last eight (8) years delivering online scientific training courses as outlined within Annex "A" – Statement of Work article 3.0.	The necessary documentation to support the bid in meeting this criterion must detail where, when, month and year and for whom the course was delivered.
MT2	The Bidder must clearly demonstrate it has experience delivering a minimum of one (1) online scientific training course to a Canadian Government Department or Agency within the last three (3) years.	The necessary documentation to support the bid in meeting this criterion must detail where, when, month and year and for whom the course was delivered.
MT3	The Bidder must clearly demonstrate it has the infrastructure and capacity to deliver online scientific training courses to a minimum of 100 students concurrently.	The necessary documentation to support the bid in meeting this criterion must include details from previous courses delivered or adequately describe of how they intend to meet the criterion.
MT4	The Bidder must clearly demonstrate it has the capacity to: A) design a detailed curriculum for the online Python programming, programming with R, and Data Science; courses; B) provide feedback to students to measure their progress against learning objectives; and C) virtually provide the required learning materials, such as but not limited to, slide decks and reference documents for students.	The necessary documentation to support the bid in meeting this criterion must include details from previous courses delivered or adequately describe of how they intend to meet the criterion.
MT5	The Bidder must clearly demonstrate it uses a web based portal to ensure that participants can access the training courses through their work computers without having to install any software.	The necessary documentation to support the bid in meeting this criterion must include screenshots of the bidders' web portal.

NO.	MANDATORY CRITERION	BID PREPARATION INSTRUCTIONS
MT6	<p>The Bidder must clearly demonstrate the training provides a minimum of five modules of each of the following data science topics:</p> <ul style="list-style-type: none"> a. Statistics / Probability / Regression; b. Machine learning; c. Natural language processing; d. Data visualization; and e. Exploratory data analysis. 	<p>The necessary documentation to support the bid in meeting this criterion must include details from previous courses delivered or adequately describe of how they intend to meet the criterion.</p> <p>For the purposes of this evaluation, a module is defined as a unit of learning in which all learning activities (reading, watching videos, and exercises) are expected to take at least two (2) hours to complete.</p>
MT7	<p>The Bidder must clearly demonstrate the training provides a minimum of five modules of each of the following R programming topics:</p> <ul style="list-style-type: none"> a. Functions; b. Algorithms; c. Data types; d. Packages; e. Data visualization; f. Data manipulation, including importing, cleaning, and joining data; and g. Text analysis. 	<p>The necessary documentation to support the bid in meeting this criterion must include details from previous courses delivered or adequately describe of how they intend to meet the criterion.</p> <p>For the purposes of this evaluation, a module is defined as a unit of learning in which all learning activities (reading, watching videos, and exercises) are expected to take at least two (2) hours to complete.</p>
MT8	<p>The Bidder must clearly demonstrate the training provides a minimum of five modules of each of the following Python programming topics:</p> <ul style="list-style-type: none"> a. Importing data; b. Functions; c. Algorithms; d. Packages; e. Data types; f. Data manipulation, including importing, cleaning, and joining data; and g. Data visualization. 	<p>The necessary documentation to support the bid in meeting this criterion must include details from previous courses delivered or adequately describe of how they intend to meet the criterion.</p> <p>For the purposes of this evaluation, a module is defined as a unit of learning in which all learning activities (reading, watching videos, and exercises) are expected to take at least two (2) hours to complete.</p>

2. POINT-RATED EVALUATION CRITERIA

In their proposals, Bidders should demonstrate they meet the following rated criteria by providing complete details from previous courses delivered or adequately describe of how they intend to meet the criterion.

NO.	RATED REQUIREMENTS	SCORING METHOD	MAX SCORE	BID PREPARATION INSTRUCTIONS
RT1	<p>In addition to MT 6, the Bidder should clearly demonstrate the training provides more than five modules of each of the following data science topics:</p> <ul style="list-style-type: none"> a) Statistics / Probability / Regression; b) Machine learning; c) Natural language processing; d) Data visualization; and e) Exploratory data analysis. 	<p>All five (5) topics include ten (10) or more modules = 10 points.</p> <p>All five (5) topics include eight (8) or more modules = 7 points.</p> <p>All five (5) topics include more than five (5) modules = 4 points.</p> <p>Any topic includes five (5) or fewer modules = 0 points.</p>	10 Points	<p>The necessary documentation to support the bid in meeting this criterion must include details from previous courses delivered or adequately describe of how they intend to meet the criterion.</p> <p>For the purposes of this evaluation, a module is defined as a unit of learning in which all learning activities (reading, watching videos, and exercises) are expected to take at least two (2) hours to complete.</p>
RT2	<p>In addition to MT 7, the Bidder should clearly demonstrate the training provides more than five modules of each of the following R programming topics:</p> <ul style="list-style-type: none"> a) Functions; b) Algorithms; c) Data types; d) Packages; e) Data visualization; f) Data manipulation, including importing, cleaning, and joining data; and g) Text analysis. 	<p>All seven (7) topics include ten (10) or more modules = 10 points.</p> <p>All seven (7) topics include eight (8) or more modules = 7 points.</p> <p>All seven (7) topics include more than five (5) modules = 4 points.</p> <p>Any topic includes five (5) or fewer modules = 0 points.</p>	10 Points	<p>The necessary documentation to support the bid in meeting this criterion must include details from previous courses delivered or adequately describe of how they intend to meet the criterion.</p> <p>For the purposes of this evaluation, a module is defined as a unit of learning in which all learning activities (reading, watching videos, and exercises) are expected to take at least two (2) hours to complete.</p>

RT3	<p>In addition to MT 7, the Bidder should clearly demonstrate the training provides more than five modules of each of the following R programming topics:</p> <ul style="list-style-type: none"> a) Importing data; b) Functions; c) Algorithms; d) Packages; e) Data types; f) Data manipulation, including importing, cleaning, and joining data; and g) Data visualization. 	<p>All seven (7) topics include ten (10) or more modules = 10 points.</p> <p>All seven (7) topics include eight (8) or more modules = 7 points.</p> <p>All seven (7) topics include more than five (5) modules = 4 points.</p> <p>Any topic includes five (5) or fewer modules = 0 points.</p>	<p>10 Points</p>	<p>The necessary documentation to support the bid in meeting this criterion must include details from previous courses delivered or adequately describe of how they intend to meet the criterion.</p> <p>For the purposes of this evaluation, a module is defined as a unit of learning in which all learning activities (reading, watching videos, and exercises) are expected to take at least two (2) hours to complete.</p>
Maximum Points Available: 30				
Minimum Score Required: 15				

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010C (2021-12-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract, with the following modification:

- (a) In section 01, Interpretation, the definition of "Canada", "Crown", "Her Majesty" or "the Government" is amended as follows:

Delete: Minister of Public Works and Government Services
Insert: Minister of National Defence

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the date of the Contract to _____. **(to be specified in the resulting contract)**

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is: **(to be specified in the resulting contract)**

Name:

Title:

Organization: Department of National Defence

Directorate:

Address:

Telephone:

E-mail:

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

6.5.2 Technical Authority

The Technical Authority for the Contract is: **(to be specified in the resulting contract)**

Name:

Title:

Organization: Department of National Defence

Directorate:

Address:

Telephone:

E-mail:

The Technical 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative **(to be specified in the resulting contract)**

Name:

Title:

Address:

Telephone:

E-mail:

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, for a cost of \$_____ **(amount to be entered 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.

6.7.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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; and
- c. the Work delivered has been accepted by Canada.

6.7.3 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of a progress report detailing the work completed.

Invoices must be distributed as follows:

- a. The original must be forwarded to the address shown on page 1 of the Contract for certification and payment; and
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2021-12-02), General Conditions - Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) the Contractor's bid dated _____. **(to be completed at contract award)**

6.12 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

1.0 TITLE

Data Science and Programming Training

2.0 BACKGROUND

Defence Scientists (DSs) at Defence Research and Development Canada (DRDC) increasingly have access to and must process large quantities of data. The methods and tools used for doing these tasks have evolved quickly over the past few years. There is a pressing need to increase the proficiency of DSs in learning how to process this data, using industry standard tools. The intent of this Statement of Work (SOW) is to capture the need across all of DRDC's Research Centres. As a result of the ongoing pandemic, delivery of this training is required to be flexible so that it can accommodate a wide range of individual circumstances relating to network access and hours of availability.

2.1 List of Acronyms and Abbreviations

DRDC	Defence Research and Development Canada
DS	Defence Scientist
SOW	Statement of Work
TA	Technical Authority

3.0 REQUIREMENT

The Contractor must provide self-paced online training for up to 100 people in the following three subject areas:

- a. Data Science;
- b. the R programming language/environment; and
- c. the Python programming language.

4.0 TASKS

4.1 Self-Paced Online Training

The Contractor must provide self-paced online training that includes but is not limited to the following requirements:

- 4.1.1 The self-paced online training must contain exercises to reinforce learning by allowing students to put their new knowledge into practice;
- 4.1.2 The self-paced online training must be available to students on demand, at any time of day;
- 4.1.3 The self-paced online training must allow students to save their progress;
- 4.1.4 The self-paced online training must be provided in a manner that does not require students to install any software (R and Python included) on the computer being used to do the learning; and
- 4.1.5 The self-paced online training must be scalable, allowing Canada to only pay for the number of students identified on the annual list of participants.

4.2 Technical Environment

- 4.2.1 The courses must be provided through a web portal with username/password access;
- 4.2.2 The course materials and training must be accessible from and compatible with recent releases (2019 or newer) of the following web browsers:
- a. Google Chrome; and
 - b. Microsoft Edge.

Compatibility with Mozilla Firefox and Apple's Safari is desirable, but not necessary.

- 4.2.3 The Contractor must host the training platform, including the coding environment and all training material.

- 4.2.4 The Contractor's technical environment must:

- a. Enable the Technical Authority (TA) to register users and provide personal data in an automated and secure environment;
- b. Enable the TA to register users at any time;
- c. Enable the TA to replace up to five (5) students identified on the participant list who have not completed more than 10 percent of their course within a Contract year at no additional cost;
- d. Enable the TA to revise the list of students within 30 days of the anniversary of contract award annually;
- e. Enable the TA to monitor learners' progress including but not limited to:
 - i. An overview of student progress, including complete and incomplete modules; and
 - ii. A current record of account activity detailing last login date and time spent on site for each student.
- f. Ensure the security of personal data and information;
- g. Ensure all information and functionality can be accessed through a single platform; and
- h. Provide a Lost Password and Login assistance service.

5.0 CONSTRAINTS

The individual student will not be charged or pay any fees, administrative or membership dues.

6.0 LANGUAGE REQUIREMENTS

All courses and material must be presented in the English language.

ANNEX "B" - BASIS OF PAYMENT

During the period of the Contract, and if the option(s) is exercised, during the extended period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1. Professional Fees

The Contractor will be paid all-inclusive fixed rates as follows: *(to be inserted in the resulting contract)*

Course	All-Inclusive Fixed Price per student (Can \$)	Estimated Number of Students	Total (Can \$)
	A		B
Initial Contract Period: <i>(to be specified in the resulting contract)</i>			
Self-paced online training as per Annex "A" – Statement of Work Article 3.0.	\$	100	\$
Total, Period of the Contract			\$
Extended Contract period 1: <i>(to be specified in the resulting contract)</i>			
Self-paced online training as per Annex "A" – Statement of Work Article 3.0.	\$	100	\$
Total, Extended Contract Period 1			\$
Extended Contract period 2: <i>(to be specified in the resulting contract)</i>			
Self-paced online training as per Annex "A" – Statement of Work Article 3.0.	\$	100	\$
Total, Extended Contract Period 2			\$
Total Evaluated Price (inclusive of all option periods)			\$

Total Estimated Cost: *(to be specified in the resulting contract)*

Initial Contract Period: \$ _____

Extended Contract Period 1 (If Option is Exercised): \$ _____

Extended Contract Period 2 (If Option is Exercised): \$ _____

Total Estimated Cost: \$ _____

ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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