



**RETURN OFFERS TO:
RETOURNER LES OFFRES A :**

Bid Receiving/Réception des soumissions
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**REQUEST FOR
STANDING OFFER**

National Individual Standing Offer (NISO)

**DEMANDE D'OFFRES À
COMMANDES**

Offre à commandes individuelle et nationale (OCIN)

Proposal to: Royal Canadian Mounted Police

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 therefor.

Proposition aux : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Pre-retirement workshops for RCMP		Date June 8, 2022
Solicitation No. – N° de l'invitation 202201711A		
Client Reference No. - No. De Référence du Client 202201711A		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 PM	EDT(Eastern Daylight Time) HAE (heure avancée de l'Est)
On / le :	July 5, 2022	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Michelle Allen, email : michelle.allen@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 343-572-4945	Facsimile No. – No. de télécopieur	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment and the Security Requirements Checklist.

1.2 Summary

- 1.2.1 The Royal Canadian Mounted Police (RCMP) has a requirement for Commercial off the shelf (COTS) virtual and in person workshops on Pre-Retirement Training, which includes the RCMP Pension Plan, for RCMP Regular Members and their spouses. A new RCMP-specific retirement certification offered by the Government of Canada Pension Centre has been developed. Successful Offerors' resources (Lead Facilitator and Alternate) will need to become certified prior to a Standing Offer being issued.

The Request for Standing Offer (RFSO) is intended to result in the issuance of up to four (4) National Individual Standing Offer (NISO) – up to two (2) for in person sessions and up to two (2) for virtual sessions.

The period for making call-ups against the Standing Offer is from date of issuance for a period of two years with an irrevocable option to extend the term of the Standing Offer by up to three additional one-year periods.

The Request for Standing Offers (RFSO) is to establish up to four (4) National Individual Standing Offers for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and



Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

1.2.2 COVID-19 vaccination requirement for Standing Offers

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the offer will render the offer non-responsive.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

1.4 Debriefings

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

1.5 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the [Buyandsell.gc.ca](http://buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

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

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

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



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to RCMP will not be accepted.

NOTE: The RCMP has not been approved for offer submission by epost Connect service.

2.3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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



2.4. Applicable Laws

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

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

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful Offeror on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

2.6 Volumetric Data

The estimated number of participants and sessions has been provided to Offerors to assist them in preparing their offer. The inclusion of this data in this solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this solicitation will be consistent with this data. It is provided purely for information purposes.



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

The Offeror must submit an offer for either Stream 1: Virtual Sessions, Stream 2: In-Person Sessions or both streams. The Offeror must select from the streams indicated in Annex B and complete the corresponding table(s).

Canada requests that the Offeror submit its complete **email** offer in separately saved and attached sections as follows:

Section I: Technical Offer (one soft copy in PDF format)

Section II: Financial Offer (one soft copy in PDF format)

Section III: Certifications (one soft copy in PDF format)

Important Note:

For Offers transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the Offer including, but not limited to, the following:

- a. receipt of garbled or incomplete Offer;
- b. delay in transmission or receipt of the Offer to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the Offer submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. failure of the Offeror to properly identify the Offer;
- f. illegibility of the Offer; or
- g. security of Offer data.

An Offer transmitted electronically constitutes the formal offer of the Offeror and must be submitted in accordance with Section 05 of [2006](#) (2020-05-28) Standard Instructions – Request for Standing Offers - Goods or Services - Competitive Requirements.

The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files or links to Offer documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. An Offer transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Offeror to ensure receipt.

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

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

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for Standing Offers.



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

1. 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 Offer

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

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment, using Attachment 2 to Part 3 – Pricing Schedule.

3.1.1 Payment by Credit Card

If the Offeror is willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1 to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 1 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 credit cards for payment of call-ups will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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



Section III: Certifications and Additional Information

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



ATTACHMENT 1 to PART 3

ELECTRONIC PAYMENT INSTRUMENTS

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

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



ATTACHMENT 2 to PART 3

PRICING SCHEDULE

The Offeror must submit an offer for one or both streams. The Offeror must indicate using (X) in the following table which stream(s) they are submitting an offer for and complete the corresponding pricing table(s) below:

Stream 1 – Virtual Sessions OR	
Stream 2 – In-Person Sessions OR	
Both Streams	

The Offeror must complete the following table(s) and include them in its financial offer once completed.

If the Offeror adds any conditions or makes changes to the table(s), the Offeror's financial offer will be declared non-responsive.

Offeror must provide all-inclusive rates for either or both virtual sessions and in-person sessions listed below, including fees such as travel (in-person sessions):

Table 1 – Virtual Sessions

STREAM 1 – VIRTUAL SESSIONS				
	Unit of Measure	Estimated Quantity* (A)	Firm Unit Price (B)	Extended (C = A x B)
INITIAL OFFER PERIOD (2 year)				
INITIAL Offer period - Virtual	Per RCMP Member participant	1200	\$	\$
OPTIONAL PERIOD PRICING IF EXERCISED				
Option Period 1 – Virtual	Per RCMP Member participant	600	\$	\$
Option Period 2 – Virtual	Per RCMP Member participant	600	\$	\$
Option Period 3 – Virtual	Per RCMP Member participant	600	\$	\$
Notes: *Estimated Quantity: The estimated number of participants and sessions has been provided as volumetric data as defined in Section 2.6 of the RFSO. The RCMP has maximum estimate of 30 sessions per year for up to 20 RCMP member participants plus their spouses. **Estimate contract period dates (Firm offer period is for a 2-year period, Option periods are 1 year)				

Total Evaluated price for Stream 1	=
CALCULATION (Initial Offer period + Option Period 1 + Option Period 2 + Option Period 3)	



Table 2 – In-Person Sessions

STREAM 2 – NATIONAL IN-PERSON SESSIONS				
	Unit of Measure*	Estimated Quantity** (A)	Firm Unit Price (B)	Extended (c) (A x B = C)
INITIAL OFFER PERIOD (Date of Contract award – 2 year period)***				
Vancouver	Per participant	40	\$	\$
Edmonton	Per participant	40		
Fort McMurray	Per participant	40		
Regina	Per participant	40		
Toronto	Per participant	80		
Ottawa	Per participant	120		
Montréal	Per participant	40		
Halifax	Per participant	40		
OPTIONAL PERIOD PRICING IF EXERCISED				
	Unit of Measure	Estimated Quantity** (A)	Firm Unit Price (B)	Extended (c) (A x B = C)
Option Period 1: Oct 1, 2024 – September 30, 2025***				
Vancouver	Per participant	20	\$	\$
Edmonton	Per participant	20	\$	\$
Fort McMurray	Per participant	20	\$	\$
Regina	Per participant	20	\$	\$
Toronto	Per participant	40	\$	\$
Ottawa	Per participant	60	\$	\$
Montreal	Per participant	20	\$	\$
Halifax	Per participant	20	\$	\$
Option Period 2: Oct 1, 2025 – September 30, 2026***				
Vancouver	Per participant	20	\$	\$
Edmonton	Per participant	20	\$	\$
Fort McMurray	Per participant	20	\$	\$
Regina	Per participant	20	\$	\$
Toronto	Per participant	40	\$	\$
Ottawa	Per participant	60	\$	\$
Montreal	Per participant	20	\$	\$
Halifax	Per participant	20	\$	\$
Option Period 3: Oct 1, 2026 – September 30, 2027***				
Vancouver	Per participant	20	\$	\$
Edmonton	Per participant	20	\$	\$
Fort McMurray	Per participant	20	\$	\$
Regina	Per participant	20	\$	\$
Toronto	Per participant	40	\$	\$
Ottawa	Per participant	60	\$	\$
Montreal	Per participant	20	\$	\$
Halifax	Per participant	20	\$	\$
Notes:				
<ul style="list-style-type: none"> The Offeror must provide their firm all-inclusive per participant rate including all travel. <ul style="list-style-type: none"> *Participant includes the member and their spouse if applicable **Estimated Quantity: The estimated number of participants and sessions has been provided as volumetric data as defined in Section 2.6 of the RFSO. The RCMP has maximum estimate of sessions per year per location for up to 20 RCMP member participants plus their spouses. ***Actual start dates are estimates only 				
Total Evaluated price for Stream 2			=	
CALCULATION (Initial Offer period + Option Period 1 + Option Period 2 + Option Period 3)				



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

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

For offer evaluation and Offeror selection purposes only, the evaluated price on an offer will be determined in accordance with the Pricing Schedule detailed in Attachment 2 to Part 3.

- 4.1.2.1 *SACC Manual* Clause [M0222T](#) (2016-01-28), Evaluation of Price-Canadian/Foreign Bidders

4.2 Basis of Selection – Highest Combined Rating of Technical Merit (10%) and Price (90%)

An offer must comply with the requirements of the Request for Standing Offers and meet all the mandatory technical evaluation criteria to be declared responsive.

Virtual Sessions: The two highest rated responsive offers will be recommended for issuance of a standing offer.

In person Sessions: The two highest rated responsive offers will be recommended for issuance of a standing offer.

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. There is no required minimum number of points overall for the technical evaluation criteria which are subject to points rating. The rating is performed on a scale of 10 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 10% for the technical merit and 90 % 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 10 %.



5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 90%
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 10/90 ratio of technical merit and price, respectively. The total available points equal 10 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (10%) and Price (90%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		5/10	0/10	10/10
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$5/10 \times 10 = 5$	$0/10 \times 10 = 0.00$	$10/10 \times 10 = 10$
	Pricing Score	$45/55 \times 90 = 32.73$	$45/50 \times 90 = 36.00$	$45/45 \times 90 = 40.00$
Combined Rating		37.73	36.00	50
Overall Rating		2nd	3rd	1st



**ATTACHMENT 1 TO PART 4
EVALUATION CRITERIA**

MANDATORY EVALUATION CRITERIA

Offerors must demonstrate in writing that they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the offer non-compliant and it will be given no further consideration.

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

A maximum of two resources will be evaluated. If the Offeror submits more than two, only the first two will be evaluated.

TABLE 1 – VIRTUAL AND IN-PERSON SESSIONS

Item #	MANDATORY CRITERIA VIRTUAL AND IN-PERSON SESSIONS	MET	NOT MET	Please Cross Reference to Specific pages in your proposal [Completed by Bidder]
M1	<p>The Offeror must provide detailed resumes and copies of professional credentials, for the following two (2) resources:</p> <ul style="list-style-type: none"> ▪ 1 x Lead facilitator ▪ 1 x Alternate Lead Facilitator 			
M2	<p>The Offeror must sign the attestation document (Appendix 1 to Annex A) confirming the minimum education and experience requirements of the following proposed resources:</p> <ul style="list-style-type: none"> ▪ 1 x Lead Facilitator ▪ 1 x Alternate Lead Facilitator ▪ 1 x Legal / Paralegal or Notary ▪ 1 x Psychologist or psychological associate ▪ 1 x Nurse / dietician or medical doctor ▪ 1 x Financial planner 			
M3	<p>The Offeror must demonstrate, by providing detailed project descriptions, that the proposed Lead Facilitator resource and Alternate have each delivered a minimum of 3 pre-retirement workshops within the last 3 years to an external client, in a classroom or virtual setting. Each workshop must have had a minimum of 5 participants, in order to be considered.</p> <p>Detailed project descriptions should include:</p> <ol style="list-style-type: none"> a) Name of the client organization; b) Workshop start and end date c) Method of delivery (in-class or online); d) Language of delivery; e) Client contact that can confirm the delivery of the workshop. Offeror should provide the name, telephone number and/or email. <p><i>External clients are defined as clients that are external to the</i></p>			



	<p><i>Offeror's organization. Parent companies, affiliates, and subsidiaries are considered internal.</i></p> <p>The RCMP reserves the right to contact previous clients to validate experience.</p>			
M4	<p>The Offeror must demonstrate, by providing copies of valid Public Service Commission language testing scores, or a signed letter from a previous client, that the proposed Lead Facilitator resource or Alternate is capable of providing pre-retirement workshops (in-class or online) in both English and in French. The required level of language proficiency is identified under Section 9 of Annex A, Statement of Work.</p>			

TABLE 2 – VIRTUAL SESSIONS ONLY

Item #	MANDATORY CRITERIA VIRTUAL SESSIONS ONLY	Yes	No	Offerors who select No will be given no further consideration
M1	<p>The Offeror must attest by selecting Yes or No, that they have the capability to offer virtual sessions by MS Teams.</p>			



POINT RATED CRITERIA:

Only those resources proposed that meet all the mandatory requirements will be further evaluated and scored in accordance with specific point rated evaluation criteria as detailed in the table below. There is no minimum passing mark.

Item #	POINT RATED CRITERIA	Scoring Matrix	Points Awarded	Please Cross Reference to Specific pages in your proposal [Completed by Bidder]
R1	<p>The Offeror should demonstrate, by providing a copy of their valid certification, that the proposed Lead Facilitator or Alternate are Public Service Superannuation Plan (PSSP) certified.</p> <p>*validity will be verified as part of the evaluation by the Pension Centre prior to SO award</p>	<p>5 points for Lead Facilitator</p> <p>5 points for Alternate Lead Facilitator</p>		

IMPORTANT NOTE:

Based on the technical and financial evaluation, Offerors will be advised by the Standing Offer Authority whether or not their offer has been deemed successful. The contact information of the successful Offerors will be provided to PSPC who will contact the successful Offerors to register the proposed Lead Facilitator and Alternate for certification.

Offerors will not be issued a Standing Offer until their proposed Lead Facilitator and Alternate have successfully completed the PSPC RCMP-specific certification.

Upon notification by PSPC of successful certification by both resources, the RCMP will issue the Standing Offer to the successful Offeror(s).



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

Offerors must complete their certifications required under Part 5 by using the Attachments to Part 5.

5.1 Certifications Precedent to Issuance of a Standing Offer and Additional Information

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

5.1.1 Integrity Provisions

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

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwpsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwpsc.gc.ca/ci-if/formulaires-forms-eng.html>).

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer



5.1.3.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Attachment 1 to Part 5) has been developed by the federal Competition Bureau for use by the Contacting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.

5.1.3.2 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 FPS, Offerors must provide the information required in Attachment 2 to Part 5, before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

5.1.3.3 Status and Availability of Resources

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

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

5.1.3.4 COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.



ATTACHMENT 1 to PART 5 - CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

(Corporate Name of Recipient of this Submission)

for: _____
(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - (a) has been requested to submit a bid in response to this call for bids;
 - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
 - (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) methods, factors or formulas used to calculate prices;



- (c) the intention or decision to submit, or not to submit, a bid; or
- (d) the submission of a bid which does not meet the specifications of the call for bids;

except as specifically disclosed pursuant to paragraph (6)(b) above;

- 8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
- 9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)



ATTACHMENT 2 TO PART 5 FORMER PUBLIC SERVANT CERTIFICATION

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()



If so, the Offeror must provide the following information:

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

The signature below certifies that the information provide above is accurate and true:

Name	Signature	Date



ATTACHMENT 3 to PART 5: STATUS AND AVAILABILITY OF RESOURCES

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

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

The signature below certifies that the information provide above is accurate and true:

Name	Signature	Date



ATTACHMENT 4 TO PART 5 - COVID-19 Vaccination Requirement Certification

I, _____ (first and last name), as the representative of
_____ (name of business) pursuant to
_____ (insert solicitation number), warrant and certify that all personnel
that _____ (name of business) will provide on the resulting Contract who
access federal government workplaces where they may come into contact with public servants will be:

- a. fully vaccinated against COVID-19;
- b. for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or
- c. partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the *Privacy Act*. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (b) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A, including associated Appendices.
- 7.1.2 Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the COVID-19 Vaccination Requirement Certification is or becomes untrue or if the Offeror fails to comply with such Certification during the period of any resulting Contract (call-up).

Canada will also have the right to terminate any resulting Call-up for default if the COVID-19 Vaccination Requirement Certification is or becomes untrue or if the Contractor fails to comply with such Certification during the period of the Contract (call-up).

7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses) apply and form part of the Standing Offer.
- 7.2.2 The Company Security Officer (CSO) must ensure through the RCMP Departmental Security Branch (DSB) or the RCMP Regional Departmental Security Sections (RDSS) that the Offeror and individual(s) hold a valid security clearance at the required level.

There is no PWGSC Security Requirement applicable to this Contract, however there is a Technical Authority Security Requirement. The Technical Authority may conduct its own local law enforcement checks, may conduct a security interview and fingerprinting session, may enforce an escorting requirement on its facilities or sites, and may deny access to a facility or site based on the results of any of these actions.



Additionally, resources may be assessed for at the Facility Access 2 with escort level by the Technical Authority prior to commencing the Work, and from time to time throughout the Contract Period.

The assessment may include a credit check. Upon request of the Technical Authority, in respect of any given resource, the Contractor must submit a completed signed TBS 330-23 Form - Personnel Screening Consent and Authorization (<http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf>).

In the event a resource does not pass the Technical Authority's assessment, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions.

7.3 Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of services to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex A. If some date is not available, the reason must be indicated. If no services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority and Technical Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 10 calendar days after the end of the reporting period.



7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance for a period of 2 years.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 3 periods, of one year each, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Michelle Allen
Title: Senior Procurement Officer
Royal Canadian Mounted Police
Directorate: Contracting and Procurement
Address: 73 Leikin Drive, Ottawa, ON K1A 0R3

Telephone: 343-572-4945
E-mail address: michelle.allen@rcmp-grc.gc.ca

The Standing Offer Authority is responsible for the establishment and administration of the Standing Offer, (including any extensions, set asides or cancellations). Revisions or amendments to the Standing Offer shall only be authorized in writing by the Standing Offer Authority. The Offeror must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anyone other than the Contracting Authority and any work so conducted shall be at the Offeror's sole risk and expense and shall not be charged to any Authorized User unless otherwise agreed to in writing by the Contracting Authority.

7.5.2 Technical Authority – To be identified at award of Standing Offer

The Technical Authority for the Standing Offer is:



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

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

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

7.5.3 Offeror's Representative – To be identified at award of Standing Offer

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

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: RCMP HQ Procurement.

7.8 Call-up Procedures

Call-ups will be issued on a right of first refusal basis:

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked Offeror to determine if the requirement can be satisfied by that Offeror. If the highest-ranked Offeror is able to meet the requirement, a call-up is made against its standing offer. If that Offeror is unable to meet the requirement or is unresponsive within the allocated time period, the identified user will contact the next ranked Offeror. The identified user will continue and proceed as above until one Offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked Offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

7.9 Call-up Instrument

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



1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms may be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer, and acceptance of those terms;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$150,000.00 (Applicable Taxes included).

7.11 Priority of Documents

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

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

7.12. Procurement Ombudsman

7.12.1 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the



Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

7.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

7.13 Certifications and Additional Information

7.13.1 Compliance

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

7.14 Applicable Laws

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

7.15 Transition to an e-Procurement Solution (EPS)

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

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

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

7.16 Replacement of Specific Individuals

[A7017C](#) (2008-05-12), Replacement of Specific Individuals



B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010B](#) (2021-12-02), General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment – Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B. Customs duties are excluded 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.

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be completed at time of award). Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or



- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.3 Method of Payment

H1000C, (2008-05-12), Single Payment
H1001C (2008-05-12), Multiple Payments

7.5.4 Electronic Payment of Invoices – Call-up

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

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

7.6 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.

The invoice must be forwarded to the address or e-mail shown in the call-up for certification and payment.

Each invoice must identify:

- a. Call-up Number;
- b. SO Number
- c. Location
- d. Delivery date; and
- e. Number of participants

7.7 Insurance

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



ANNEX A - STATEMENT OF WORK

1. TITLE

Provision of Pre-Retirement Training Workshops for Regular Members of the Royal Canadian Mounted Police (RCMP).

2. OBJECTIVE

The RCMP has a requirement for Commercial off the shelf (COTS) Pre-Retirement Training, which includes the RCMP Pension Plan, for RCMP Regular Members and their spouses. These three-day workshops must be provided in English, French or both languages at various locations, including virtual sessions, across Canada.

3. BACKGROUND

Until recently, the Canada School of Public Service (CSPS) delivered the pre-retirement training to all federal public servants. This training did not include relevant information on the RCMP Pension Plan for Regular Members. As such, Public Services and Procurement Canada (PSPC) has developed a RCMP specific pre-retirement certification program for trainers/facilitators to ensure certified individuals are delivering RCMP specific pre-retirement workshops.

4. ACRONYMS

RCMP Royal Canadian Mounted Police
SOW Statement of Work
SO Standing Offer
TA Technical Authority

5. TERMINOLOGY

Department/Training Coordinator: Any RCMP employee who has been tasked to organize a pre-retirement group workshop on behalf of the Technical Authority or organizational unit.

Participant: Royal Canadian Mounted Police Regular Members and their spouses.

Group registration: Registration for a group organized and coordinated by the Departmental Coordinators. The workshop is delivered in a facility provided by Canada, or virtually provided by the Contractor. The maximum number of participants per workshop including the spouses is 40.

6. APPLICABLE DOCUMENTS & REFERENCES

- a. Canadian Human Rights Act - <https://laws-lois.justice.gc.ca/eng/acts/h-6/>
- b. Employment Equity Act - <https://laws-lois.justice.gc.ca/eng/acts/E-5.401/>
- c. Official Languages Act - <https://laws-lois.justice.gc.ca/eng/acts/o-3.01/>
- d. Financial Administration Act - <https://laws-lois.justice.gc.ca/eng/acts/f-11/>
- e. Federal Accountability Act - <https://www.tbs-sct.gc.ca/faa-lfi/index-eng.asp>
- f. Treasury Board Policies - <http://www.tbs-sct.gc.ca/pol/index-eng.aspx>



- g. Employment Equity Program - <https://laws-lois.justice.gc.ca/eng/acts/e-5.401/>
- h. Internal Disclosure - <http://www.tbs-sct.gc.ca/pd-dp/index-eng.asp>
- i. The Treasury Board of Canada's Travel Policy and Associated Directives - <https://www.njc-cnm.gc.ca/directive/d10/en>
- j. Royal Canadian Mounted Police (RCMP) Certification Program – retirement certification – Appendix 3 to Annex A
- k. RCMP Pension entitlement information package - [Pension Entitlement Information Package - Plan information - Retired members - Royal Canadian Mounted Police pension - Canada.ca](#)
- l. Pension Benefit Division Act (PBDA) – [Pension Benefits Division Act \(justice.gc.ca\)](#)
- m. Treasury Board of Canada Secretariat – Pensions - [Pension and benefits for the Royal Canadian Mounted Police - Canada.ca](#)
- n. Division of Pension Benefits Package - [Divorce or separation - Active members - Royal Canadian Mounted Police pension - Canada.ca](#)
- o. Accommodation Standards - <https://www.csc-scc.gc.ca/politiques-et-lois/254-3-gl-en.shtml>
- p. Region definition across Canada - <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/dznrrm-dnzmra-eng.html>
- q. Canada Pension Plan (CPP) - [Canada Pension Plan - Overview - Canada.ca](#)

7. TASKS

7.1 STREAM 1 - VIRTUAL SESSIONS (if applicable)

7.1.1 Online Platform

The Contractor must host the Workshops using MS Teams and:

- a) provide an outline of the workshop modules
- b) be available in both of Canada's official languages (English and French)
- c) be capable of hosting the virtual workshops for up to 20 participants, plus their spouses.

7.1.2 Course Content

The Contractor must provide training that is:

- a) in accordance with the Outline for the Workshop: Pre-Retirement Training (Appendix 2 to Annex A);
- b) adapted for the Royal Canadian Mounted Police (RCMP) Regular Members, and their spouses;
- c) adapted to account the differences in pension for Regular Members of the RCMP; and
- d) adapted to account the differences for each province that the workshop is held in;

Furthermore, the Contractor must:

- a) Inform the Technical Authority when changes are made to the Workshop and the material; and
- b) ensure that all workshop material is kept current based on changes in Legislation and notify the Technical Authority of such changes.

7.1.3 Schedule

- a) The Contractor must deliver the workshops on consecutive working days from Monday to Friday, from 08:30 am to 4:30 pm in the local area time zone;



- b) The Contractor must provide participants with one 15-minute break in the morning, one 15-minute break in the afternoon and a one-hour lunch break each day;
- c) The Contractor must obtain the prior approval of the Technical Authority or Departmental Coordinator for any changes in established hours of delivery.
- d) The Contractor must offer the Virtual Pre-Retirement Workshops for RCMP Regular members on an “as and when requested” basis in coordination with the RCMP Department Coordinator. The minimum number of participants in order for workshop to take place is 20.
- e) The Contractor must deliver the workshops when there are a minimum of 20 participants registered for the course. If the number of registrants is below 20 participants, the Contractor has the choice to cancel and reschedule the workshop or to deliver the workshop on the scheduled date

7.1.4 Registration and Workshop Delivery

The Contractor must:

- a) Accept and coordinate group registration from RCMP training coordinator;
- b) Send registration confirmation by e-mail to each participant; ensure the correct link is sent at least 2 business days ahead of time, including the MS Teams link;
- c) Forward the participant’s list (including spouses) to the Lead Facilitator;
- d) Prepare the Workshop material specific to the area of delivery and provide a copy to the Technical Authority and/or Departmental Coordinator;
- e) Provide the Course Evaluation Questionnaire* (to be provided by RCMP) to the Lead Facilitator for distribution to participants on the last day of the workshop;
- f) Discuss any issues or challenges with the Technical Authority, if any arise.

*The Evaluation Questionnaire will be prepared by the RCMP and is subject to change at their discretion. The results of the evaluations will be reviewed by the Technical Authority and any low/poor evaluations may be discussed between the Contractor and the Technical Authority.

7.1.4.1. Facilitators Tasks and Responsibilities

7.1.4.1.1 The Lead Facilitator must:

- a) Log in at least 15 minutes prior to the start of the workshop;
- b) Ensure that the login works, and that the headset, video and microphone function properly. It is preferable to use a microphone when speaking, rather than the computer’s speaker, for better clarity;
- c) Go over the administrative and technological details with participants; and
- d) Ensure that all participants have received their online material, prior to starting the workshop;
- e) Record daily participant attendance and circulate for signatures;

7.1.4.1.2 All Facilitators must:

- a) Dress appropriately for a professional audience;
- b) Deliver the approved Workshop material only;
- c) Focus on group process and dynamics;
- d) Ensure the workshop timeline is managed effectively;
- e) Keep the discussion on track;
- f) Share subject matter knowledge when required;



- g) Inform the Contractor and Departmental Coordinator of any difficulties related to the workshop;
- h) Ensure that the lighting is good, and the background/setting is appropriate and free of distractions; and
- i) Conduct themselves in a professional manner by respecting the Government of Canada code of conduct - [Departmental Code of Conduct - Canada.ca](https://www150.competitions.gc.ca/eng/departmental-code-conduct)

NOTE: Facilitators must not market or promote personal or business services.

7.1.4.1.3 On the last day of the course, the Lead Facilitator must:

- a) Email an evaluation questionnaire to each participant, collect them at the end of the workshop, and provide a summary, including daily attendance records to the Technical Authority within 2 weeks of completing the workshop.

NOTE: RCMP and/or PSPC representatives may attend workshops at any time to ensure quality of instruction and accuracy of information. Government of Canada Pension Centre will be monitoring presenters and provide feedback to presenters on material delivery and presentation skills.

7.1.5 Corrective Measures

If in the opinion of Canada a facilitator is not suitable then the Contractor must provide a replacement facilitator within a prescribed timeframe set forth by the RCMP in consultation with the Contractor.

Replacement of Facilitators

The Project Authority / Training Coordinator may request the Contractor, by written notice, to replace a facilitator whose services are considered unsatisfactory. The Contractor will have to submit to the Contract Authority, within the prescribed time frame, all information required to demonstrate that the proposed replacement teacher meets the requirement of Appendix 1 to Annex A. The Contractor cannot provide the services of a proposed facilitator before receiving the written or e-mail approval of the Contract Authority or Project Authority / Training Coordinator. In the event the Contractor is unable to comply with the request, as per the requirement described above, RCMP may terminate the services related to the respective call-up as per the terms and conditions of the Standing Offer Agreement. The Contractor must have a contingency plan in place to ensure workshops are not interrupted when their facilitator(s) becomes unexpectedly unavailable.

7.1.6 CANCELLATION NOTIFICATION

The Project Authority or his/her designated representative will notify the Contractor in the event of cancellation five (5) working days prior to the workshop without RCMP incurring financial penalties.

In the event of a cancellation notification less than five (5) working days before the scheduled workshop, the Contractor will be paid an amount equivalent to one half of the original contracted amount in the call-up for the specified course.

RCMP will not incur financial penalties for virtual and/or in-person classroom training that is rescheduled within five (5) working days prior to the course.

7.2 STREAM 2 – IN-PERSON WORKSHOP SESSIONS (if applicable)

7.2.1 Facilities



The Contractor's Resources must:

- a) Present themselves at the RCMP training location identified in the call-up against the Standing Offer;
- b) Provide their identification to the Commissionaire/Security Agent and follow all required procedures;
- c) Wait for the RCMP representative escort and follow them to the training location
- d) Respect the COVID-19 protocols in place at the location.

Note: Offeror will not have access to RCMP Wi-Fi

7.2.2 Course Content

The Contractor must provide training that is:

- a) in accordance with the Outline for the Workshop: Pre-Retirement Training (Appendix 2 to Annex A);
- b) adapted for the Royal Canadian Mounted Police (RCMP) Regular Members, and their spouses;
- c) adapted to account the differences in pension for Regular Members of the RCMP; and
- d) adapted to account the differences for each province that the workshop is held in.

7.2.3 Schedule

- a) The Contractor must deliver the 3 day workshops on consecutive working days from Monday to Friday, from 08:30 am to 4:30 pm in the local area time zone;
- b) The Contractor must provide participants with one 15-minute break in the morning, one 15-minute break in the afternoon and a one-hour lunch break each day;
- c) The Contractor must obtain the prior approval of the Technical Authority or Departmental Coordinator for any changes in established hours of delivery.
- d) The Contractor must offer the Pre-Retirement Workshops for RCMP Regular members on an "as and when requested" basis in coordination with the RCMP Department Coordinator. The minimum number of participants in order for workshop to take place is 20.
- e) The Contractor must deliver the workshops when there are a minimum of 20 participants registered for the course. If the number of registrants is below 20 participants, the Contractor has the choice to cancel and reschedule the workshop or to deliver the workshop on the scheduled date

7.2.4 Registration and Workshop Delivery

The Contractor must:

- a) Accept and coordinate group registration from RCMP training coordinator;
- b) Send registration confirmation by e-mail to each participant; This includes identifying which virtual platform will be used, and ensuring the correct link is sent at least 2 business days ahead of time, including the MS Teams link;
- c) Forward the participant's list (including spouses) for the Lead Facilitator;
- d) Prepare the Workshop material specific to the area of delivery;
- e) Provide the Course Evaluation Questionnaire* (to be provided by RCMP) to the Lead Facilitator for distribution to participants on the last day of the workshop;
- f) Inform the instructors on facility location (fire exists, washrooms, lunchroom), when applicable;
- g) Be available to support the facilitator(s) during the workshop
- h) Discuss any issues or challenges with the Technical Authority, should they arise.



*The Evaluation Questionnaire will be prepared by the RCMP and is subject to change at their discretion. The results of the evaluations will be reviewed by the Technical Authority and any low/poor evaluations may be discussed between the Contractor and the Technical Authority. RCMP reserves the right to request replacement of any consistently poor performing facilitators.

7.2.4.1. Facilitators Tasks and Responsibilities

7.2.4.1.1 The Lead Facilitator must:

- a) Arrive at least 45 minutes prior to the start time of the Workshop to pass through security, greet participants and resolve any logistics issues;
- b) Verify the classroom set up and place the workshop material on the tables as well as name cards.
- c) Ensure the presentation is functioning properly;
- d) Provide participants administrative details such as the location of fire exits, washrooms, lunchroom and the workshop outline;
- e) Distribute the participant's list for signature; and
- f) Refer anyone not listed on the participant's list to the Departmental Coordinator.

7.2.4.1.2 All Facilitators must:

- a) Dress appropriately for a professional audience;
- b) Deliver the approved Workshop material only;
- c) Focus on group process and dynamics;
- d) Ensure the workshop timeline is managed effectively;
- e) Keep the discussion on track;
- f) Share subject matter knowledge when required;
- g) Inform the Contractor and Departmental Coordinator of any difficulties related to the workshop;
- h) Ensure that the lighting is good, and the background/setting is appropriate and free of distractions; and
- i) Conduct themselves in a professional manner, respecting the Government of Canada code of conduct - [Departmental Code of Conduct - Canada.ca](https://www24.international.gc.ca/eng/departmental-code-of-conduct/departmental-code-of-conduct.aspx)

NOTE: Facilitators must not market or promote personal or business services;

7.2.4.1.3 On the last day of the course, the Lead Facilitator must:

- a) Email an evaluation questionnaire to each participant, collect them at the end of the workshop, and provide a summary, including daily attendance records to the Technical Authority within 2 weeks of completing the workshop.

NOTE: RCMP and/or PSPC representatives may attend workshops at any time to ensure quality of instruction and accuracy of information. Government of Canada Pension Centre will be monitoring presenters and provide feedback to presenters on material delivery and presentation skills.

7.2.5 Corrective Measures

If in the opinion of Canada a facilitator is not suitable then the Contractor must provide a replacement facilitator within a prescribed timeframe set forth by the RCMP in consultation with the Contractor.

Replacement Of Facilitators:

The Project Authority / Training Coordinator may request the Contractor, by written notice, to replace a facilitator whose services are considered unsatisfactory. The Contractor will have to submit to the Contract Authority, within the prescribed time frame, all information required to demonstrate that the



proposed replacement facilitator meets the requirement of Appendix 1 to Annex A. The Contractor cannot provide the services of a proposed facilitator before receiving the written or e-mail approval of the Contract Authority or Project Authority / Training Coordinator. In the event the Contractor is unable to comply with the request, as per the requirement described above, RCMP may terminate the services related to the respective call-up as per the terms and conditions of the Standing Offer Agreement. The Contractor must have a contingency plan in place to ensure workshops are not interrupted when their facilitator(s) becomes unexpectedly unavailable.

7.2.6 Cancellation Notification

The Project Authority or his/her designated representative will notify the Contractor in the event of cancellation fifteen (15) working days prior to the workshop without RCMP incurring financial penalties.

In the event of a cancellation notification less than fifteen (15) working days before the scheduled workshop, the Contractor will be paid an amount equivalent to one half of the original contracted amount in the call-up for the specified course.

RCMP will not incur financial penalties for virtual and/or in-person classroom training that is rescheduled within fifteen (15) working days prior to the course.

7.3 DELIVERABLES

7.3.1 VIRTUAL WORKSHOP DELIVERABLES

NUMBER	DESCRIPTION	RECIPIENT(S)	QUANTITY, FORMAT and METHOD	FREQUENCY
7.3.1.1	Region-specific training materials*	Technical Authority, Departmental Coordinator and Participants	1 PDF copy by email	Prior to each Workshop
7.3.1.2	Completed and signed participant attendance forms	Technical Authority	1 scanned PDF copy by email	Within 2 weeks of completing the Workshop
7.3.1.3	Completed Evaluation Questionnaires	Technical Authority	1 scanned PDF copy by email	Within 2 weeks of completing the Workshop
7.3.1.4	Group Registration Report	Technical Authority	1 PDF copy by email	Quarterly

7.3.2 IN-PERSON WORKSHOP DELIVERABLES

NUMBER	DESCRIPTION	RECIPIENT(S)	QUANTITY, FORMAT and METHOD	FREQUENCY
7.3.2.1	Region-specific training materials*	Technical Authority, Departmental Coordinator and Participants	1 hard copy per participant/couple, 8.5 x 11, 10pt., colour	Prior to each Workshop
7.3.2.2	Completed and signed participant attendance forms	Technical Authority	All hard copies	Within 2 weeks of completing the Workshop
7.3.2.3	Completed Evaluation Questionnaires	Technical Authority	All hard copies	Within 2 weeks of completing the Workshop
7.3.2.4	Group Registration Report	Technical Authority	1 PDF or Word copy by email	Quarterly



* Upon request, hard and electronic copies in PDF format of the Resource Kit with font size to 14 or 16 pt. to accommodate participants.

8. DATE OF DELIVERY

The delivery date for each workshop will be identified in the call-up.

9. LANGUAGE OF WORK

9.1 The workshops and all materials must be delivered in the language identified in the call-up.

9.2 The facilitators must be at the advanced level according to the following proficiency table:

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



		familiar material	
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10. LOCATION OF WORK

10.1 VIRTUAL WORKSHOP: (if applicable)

The work will take place via MS Teams with participants logging in from their own location.

10.2 IN-PERSON WORKSHOP: (if applicable)

The location of work will be identified in the call-up.

11. TRAVEL – STREAM 2 ONLY (if applicable)

The Contractor will be required to travel for the in-person workshops. Canada will not be responsible for any costs associated with this travel.

Region	Province	City
Atlantic	Nova Scotia	Halifax
Quebec	Québec	Montréal
Central	Ontario	Ottawa
	Ontario	Toronto
Prairie	Saskatchewan	Regina
Western	Alberta	Edmonton
	Alberta	Fort McMurray
Pacific	British Columbia	Vancouver

12. MEETINGS

12.1 Kick off Meeting

A Kick-off meeting will be held within thirty (30) working days from the date of Standing Offer issuance. The kick-off meeting will be organized as a teleconference, or in person in a location in the National Capital Area. The exact time and location of the kick-off meeting will be provided after Standing Offer issuance.

The purpose of the kick-off meeting will be to:

- i. Review the Standing Offer requirements;
- ii. Discuss the reporting requirement and the evaluation questionnaire and
- iii. Review and clarify the respective roles and responsibilities of the Standing Offer Authority (SOA), the Technical Authority and the Offeror to ensure common understanding of the requirement and the terms and conditions of the Standing offer.

12.2 Progress Review Meetings

Progress review meetings (PRM) will be completed on a quarterly basis during the first year of the Standing Offer, and then occur once per fiscal year thereafter. The PRM will be organized through a teleconference or held in person at locations mutually agreed upon. SOA will be invited to attend PRM.

The purpose of the progress review meeting is to:

- i. Review current and future workshop requirements;



- ii. Discuss and resolve operational, administrative or contractual details as well as any possible issues; and,
- iii. The Technical Authority is responsible of coordinating PRM with the Contractor.

Details will be provided if and when a Contractor is required to attend RCMP led meetings and the frequency or estimated/maximum number during contract period.

13. REPORTING REQUIREMENTS

At the end of each quarter (i.e. every three months), the Contractor will provide to the Technical Authority the following Elements. The template to use will be provided at the kick off meeting.

Group Registrations:

1. The number of workshops delivered in person and on-line
2. The location of those workshops if in person
3. The number of registered RCMP members per workshop
4. The number of registered spouses per workshop
5. The number of actual RCMP members per workshop
7. Participant names

14. SUPPORT PROVIDED BY CANADA

Canada will:

1. Coordinate participants' registration;
2. Prepare participant's list and provide to the Contractor;
3. Liaise with the Contractor to coordinate logistics;
4. Provide a copy of the participants list to the Contractor, 4 days in advance, for preparation of
5. certificates;
6. Inform Contractor of any Participant's special needs, if any;
7. Provide the premises, equipment and logistical services;
8. Prepare room setup and connect equipment for the instructors;
9. Make the necessary arrangements to provide instructors with access to the building and classroom;
10. Have current contact information available to the Contractor.
11. Clean and remove equipment from training room, if required.



APPENDIX 1 TO ANNEX A – OFFEROR ATTESTATION

The Offeror **must** sign this attestation confirming that their proposed resources/facilitators possess, at minimum, the identified education and professional accreditations.

Certified RCMP SA RM Presenter

The Lead Facilitator and Alternate must have a certification given by the PSPC Pension Centre in order to facilitate information workshops on the Royal Canadian Mounted Police Superannuation Act (RCMP SA) and its provisions and regulations.

Name of Lead Facilitator:	
Name of Alternate:	

Lawyer, paralegal, or notary

The Canadian Certified or licensed lawyer, paralegal, or notary must have a law degree* (e.g. Bachelor of Laws (LL.B) or Bachelor of Civil Law (B.C.L.) degree) from a recognized Canadian university or a Certificate of Qualification issued by the National Committee on Accreditation (NCA) of the Federation of Law Societies of Canada.

The Canadian Certified or licensed lawyer, paralegal, or notary must have a minimum of 3 years of experience, providing legal advice on the topic of Wills and Estate Planning within the context of preparing for retirement to groups or individuals.

The Canadian Certified or licensed lawyer, paralegal, or notary must have delivered at least 3 times the module on Estate Planning over the past 2 years from call-up issuance to federal public employees on estate planning, wills and power of attorney.

**Note: University degree and College Diploma must be from a recognized Canadian university or college, as applicable, or approved by a recognized Canadian academic credentials assessment service, if obtained outside Canada. The list of recognized organizations that can provide an academic credentials assessment service can be found at <https://www.cicic.ca/>*

The duration of the Module must be at least 3 hours of instruction to a minimum of 10 Participants per session.

Name of Lawyer, paralegal or notary:	
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Financial Planner

The Canadian Certified or licensed Financial Planner must have a certified financial planner (CFP) professional designation.

The Canadian Certified or licensed Financial Planner must have a minimum of 3 years of experience in providing advice on Income Security Programs and Financial Planning to groups or individuals.

The Canadian Certified or licensed Financial Planner must have delivered at least 3 times the Module on Financial Planning over the past 2 years from call-up issuance to federal public employees on financial planning.



The duration of the Module must be at least 3 hours of instruction to a minimum of 10 Participants per session.

Name of Financial Planner:	
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Nurse, Dietitian, Nutritionist or Medical Doctor

The Canadian licensed or certified nurse, dietician, nutritionist or medical doctor must have a minimum of 3 years of experience providing advice on health and healthy aging to groups or individuals.

The Canadian licensed or certified nurse, dietician, nutritionist or medical doctor must have delivered at least 3 times the Module on Health and Nutrition over the past 2 years from call-up issuance to federal public employees on physical health and well-being.

The duration of the Module must be at least 1.5 hours of instruction to a minimum of 10 Participants per session.

Name of Nurse, Dietician, Nutritionist or Medical Doctor:	
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Psychologist or Psychological associate

The Canadian Certified or licensed Psychologist or Psychological associate must have a Bachelor degree* in Psychology.

The Canadian Certified or licensed Psychologist or Psychological associate must have a minimum of 3 years of experience in providing psychological counselling services to groups or individuals.

The Canadian Certified or licensed Psychologist or Psychological associate must have delivered at least 3 times the Module on Psychological Aspects of Retirement over the past 2 years from call-up issuance to federal public employees on the psychological and sociological aspects of retirement.

*Note: University degree and College Diploma must be from a recognized Canadian university or college, as applicable, or approved by a recognized Canadian academic credentials assessment service, if obtained outside Canada. The list of recognized organizations that can provide an academic credentials assessment service can be found at <https://www.cicic.ca/>

The duration of the Module must be at least 1.5 hours of instruction to a minimum of 10 Participants per session.

Name of Psychologist or Psychological associate:	
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I hereby certify that all proposed resources possess, at minimum, the aforementioned qualifications.

Name: _____

Title: _____

Signature: _____

Date: _____



APPENDIX 2 TO ANNEX A:

Pre-Retirement Course Training Outline:

Module 1: Entitlements in retirement (The Royal Canadian Mounted Police Superannuation Act (RCMPSA), and its regulations and provisions).

Module 2: Canada Pension Plan (CPP)/ Quebec Pension Plan (QPP); Old Age Security (OAS) and their regulations and provisions;

Module 3: Estate Planning;

Module 4: Psychological and sociological aspects of retirement;

Module 5: Physical health and well-being;

Module 6: Financial Planning.



APPENDIX 3 TO ANNEX A:

ROYAL CANADIAN MOUNTED POLICE PLAN MEMBER EDUCATION SESSION CERTIFICATION PROGRAM

1.0 BACKGROUND

Since December 2020, the Government of Canada Pension Centre has had the mandate to oversee the delivery of the Royal Canadian Mounted Police Plan Member Education Session.

As part of our mandate, we are responsible to certify all persons delivering the sessions. Certified presenters will be individuals with extensive pension expertise. The certification process includes a written knowledge test, a mock presentation, and periodic monitoring and re-testing of the persons delivering the sessions.

The Government of Canada Pension Centre is responsible for developing, updating and distributing the presentation material for all Plan Member Education Sessions.

As part of our framework the Pension Centre has a Memorandum of Understanding (MOU) signed by stakeholders (certified presenters and their manager) that outlines their roles and responsibilities and those of the Government of Canada Pension Centre, as well as the financial obligations of all parties.

2.0 SESSION DESCRIPTION

The Plan Member Education Session is a 2.5 to 3-hour session designed to present members with a live general overview of their pension and benefits, while encouraging questions from the participants. Therefore, a presenter must have a thorough understanding of the pension and benefit options available to members in order to be able to answer their questions during the session. There are to be no recordings during the delivery of the Plan Member Education Session.

3.0 SELECTION CRITERIA

The first step in the certification process is to submit a written request to the Government of Canada Pension Centre that outlines how the proposed candidate meets the Selection Criteria outlined below. The request should be forwarded by:

- For departmental employees, their Manager must submit the request
- In the case of private firms referring individuals, a person of authority (e.g. the President of the company, a manager/Supervisor, etc) must submit the request
- For individual consultants, each must ensure that their request reflects how they meet the selection criteria
- Upon receipt of a request, the Outreach Services at the Government of Canada Pension Centre will determine the individual's eligibility to participate

To be considered for certification as a presenter, the candidate must possess the following experience, competencies, skills and abilities:

Experience: Experience in providing information on the interpretation of pension policies and the explanation of pension processes and issues.



Competencies: To effectively deliver these sessions, presenters should have a positive, dynamic and outgoing personality. They must also possess the following skills and abilities:

- Dependability
- Client oriented
- Problem solving
- Flexibility

4.0 KNOWLEDGE ASSESSMENT

Once the Client Experience Supervisor of Outreach Services has approved the recommendation, the candidate will be invited to take a written test to demonstrate to the evaluators that they possess the following knowledge.

A strong knowledge of pension related rules, regulations and policies pertaining to the Royal Canadian Mounted Police Superannuation Act and the Pension Benefit Division Act, as well as knowledge of the following topics:

- How Your Pension Plan Works
- Retirement Benefits (including Transfer Value)
- Indexing
- Bridge Benefit
- Service Buyback
- Leave Without Pay
- Survivors Benefits
- Pension Division
- Public Service Health Care Plan and Pensioners' Dental Services Plan

A candidate who passes the written knowledge test (see section 5.0 for detail on pass marks), will be invited to present the Plan Member Education Session to the evaluators. The presentation will further assess the candidate's knowledge of the pension and benefit options, as well as their:

- Ability to effectively and correctly answer questions during a session
- Ability to communicate orally in an effective manner
- Ability to use audiovisual equipment and computer generated slide shows in PowerPoint

Additional Information Knowledge Assessment:

- The knowledge test(s), available in the candidate's preferred language, will be written in the person's region of work. Candidates must present at a Public Services and Procurement Canada (PSPC) office, where the test will be administered by a PSPC employee.
- Outreach Services and the test administrator will determine the test date, and will try to accommodate a date/time that is most convenient for the candidate.
- The knowledge test(s) will be returned to the Government of Canada Pension Centre for correction. Outreach Services will ensure that all tests are corrected within 3 business days of receipt by the Pension Centre.
- All costs incurred in relation to the knowledge assessment will be paid by the organization referring the individual or the individual themselves.



Presentation Assessment:

- The referring manager or consultant will determine whether the presentation will be delivered in person in Shediac, NB or via video- conference and will advise Outreach Services of their preference.
- A date for the presentation will be set by the successful individual and his/her manager in consultation with Outreach Services.
- The person referred for certification will receive an electronic copy of the program presentation and speaking notes once an evaluation date has been determined.
- The person will deliver the presentation, in its entirety, to an evaluation committee, who will also ask questions similar to ones received in past sessions to further evaluate the candidate's knowledge. The individual's ability to answer questions accurately "on the spot" and the communication techniques will also be evaluated.
- All costs incurred in relation to the delivery of the presentation (travel, accommodation or video-conferencing) will be paid by the organization referring the individual or the individual themselves.
- If travel is required, the person giving the presentation will make travel arrangements.
- The candidate will receive written feedback within 3 business days after the presentation.

5.0 CERTIFICATION

The pass mark for the written knowledge test is 85%.
The pass mark for the presentation is 85%.

Candidates who have obtained at least 75% will be eligible to be retested for either evaluation. The retest waiting period is a minimum 60 days up to 6 months from the notification date of the results of the original test.

Candidates who have obtained less than 75% on either evaluation will be eligible to reapply for certification after a six month waiting period from the notification date of the results of the last evaluation. The process will restart from the beginning recommendation stage.

Successful candidates will be issued a certification document by the Client Experience Supervisor of Outreach Services. Certified presenters will receive regular updates on the program or changes in policy as well as ongoing program support from Outreach Services.

6.0 MONITORING AND RE-EVALUATION

On a periodic basis, each person delivering the sessions will be re-evaluated. The need for re-evaluation may stem from instances such as the introduction of significant changes to the pension plan or to the presentation content, or from the need to follow-up on client feedback. An Outreach Officer from the Government of Canada Pension Centre will arrange to attend a session in the presenters region, to observe and evaluate their performance.

The costs associated with this activity will be borne by the Pension Centre. Written feedback will be given within 10 business days. The assessment of the presentation will be based on the criteria described in Section 3.0 and 4.0.

If a candidate challenges the reassessment, the case will be referred to the Government of Canada Pension Centre Senior Management.



7.0 STUDY MATERIAL

The knowledge test will consist of a group of questions from all aspects of the pension plan, as outlined in Section 4.0. The questions will be randomly selected from a pool of questions. All knowledge questions were developed by referencing the Pension and Benefits website (rcmp-grc.pension.gc.ca). Please note that reference material **will not** be accessible to individuals when they are writing the test(s).

Recertification

In order to maintain certification, presenters must regularly submit attendance and evaluation sheets for the sessions they have facilitated. If a presenter does not submit attendance and evaluation sheets for more than one year, the presenter will no longer be considered certified and will not receive the updated version of the standardized presentation.

Outreach Services will contact each presenter to advise they are no longer considered certified, that they do not have the most up to date version and they should no longer be giving presentations.

If a presenter had given presentations but had not submitted their attendance and evaluation forms, after submitting those forms they would be provided with the newest version of the presentation.

If a presenter goes more than a year, but less than two years, without providing a presentation, they will be required to recertify. The recertification process, in this instance, would consist of an oral exam by telephone. An employee of Outreach Services would ask a series of questions to ensure that the presenter has the knowledge required to provide presentations. The candidate would be expected to answer 85% of questions correctly.

If a presenter goes more than two years without providing a presentation they will need to be recommended as outlined in Section 3.0. The candidate will then be required to rewrite the knowledge test and will be required to obtain a pass mark of 85% to be recertified.

Candidates will not be required to deliver the presentation to the evaluation committee as part of the recertification process.



ANNEX B - BASIS OF PAYMENT

(TO BE COMPLETED AT AWARD)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified below. Customs duties are excluded and Applicable Taxes are extra.

Table 1 – Virtual Workshops

STREAM 1 – VIRTUAL Workshops				
	Unit of Measure	Estimated Quantity* (A)	Firm Unit Price (B)	Extended (C = A x B)
INITIAL OFFER PERIOD (Date of Contract award and ending 2 years later)				
FIRM Offer period - Virtual	Per RCMP member participant	1200	\$	\$
OPTIONAL PERIOD PRICING IF EXERCISED (subsequent 1 year periods)				
Option Period 1 – Virtual	Per RCMP member participant	600	\$	\$
Option Period 2 – Virtual	Per RCMP member participant	600	\$	\$
Option Period 3 – Virtual	Per RCMP member participant	600	\$	\$
Notes: *Estimated Quantity: The estimated number of participants and sessions has been provided as volumetric data as defined in Section 2.6 of the RFSO. The RCMP has maximum estimate of 30 sessions per year for up to 20 participants plus their spouses.				



Table 2 – In-Person Workshops

STREAM 2 – NATIONAL IN-PERSON WORKSHOPS				
	Unit of Measure (RCMP member participant)	Estimated Quantity* (A)	Firm Unit Price (B)	Extended (c) (A x B = C)
INITIAL OFFER PERIOD (Date of Contract award and ending 2 years later)				
Vancouver	Per participant	40	\$	\$
Edmonton	Per participant	40		
Fort McMurray	Per participant	40		
Regina	Per participant	40		
Toronto	Per participant	80		
Ottawa	Per participant	120		
Montréal	Per participant	40		
Halifax	Per participant	40		
OPTIONAL PERIOD PRICING IF EXERCISED				
	Unit of Measure (RCMP member participant)	Estimated Quantity* (A)	Firm Unit Price (B)	Extended (c) (A x B = C)
Option Period 1: (subsequent 1 year periods**)				
Vancouver	Per participant	20	\$	\$
Edmonton	Per participant	20	\$	\$
Fort McMurray	Per participant	20	\$	\$
Regina	Per participant	20	\$	\$
Toronto	Per participant	40	\$	\$
Ottawa	Per participant	60	\$	\$
Montreal	Per participant	20	\$	\$
Halifax	Per participant	20	\$	\$
Option Period 2: (subsequent 1 year periods**)				
Vancouver	Per participant	20	\$	\$
Edmonton	Per participant	20	\$	\$
Fort McMurray	Per participant	20	\$	\$
Regina	Per participant	20	\$	\$
Toronto	Per participant	40	\$	\$
Ottawa	Per participant	60	\$	\$
Montreal	Per participant	20	\$	\$
Halifax	Per participant	20	\$	\$
Option Period 3: (subsequent 1 year periods**)				
Vancouver	Per participant	20	\$	\$
Edmonton	Per participant	20	\$	\$
Fort McMurray	Per participant	20	\$	\$
Regina	Per participant	20	\$	\$
Toronto	Per participant	40	\$	\$
Ottawa	Per participant	60	\$	\$
Montreal	Per participant	20	\$	\$
Halifax	Per participant	20	\$	\$
Notes:				
<ul style="list-style-type: none"> The Offeror must provide their firm all-inclusive per RCMP member participant rate including all travel. <p>*Estimated Quantity: The estimated number of participants and workshop sessions has been provided as volumetric data as defined in Section 2.6 of the RFSO. The RCMP has maximum estimate of workshops per year per location for up to 20 participants plus their spouses.</p> <p>**Estimated dates only, dependent on when initial two-year Standing offer is awarded.</p>				



ANNEX C- SECURITY REQUIREMENTS CHECK LIST (SRCL) & SECURITY GUIDE



Contract Number / Numéro du contrat 202201711
Security Classification / Classification de sécurité Unclassified / non-classifiée

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization /RCMP - Royal Canadian Mounted Police / Ministère ou organisme gouvernemental d'origine
2. Branch or Directorate / Direction générale ou Direction Human Resources - National Compensations Services

3. a) Subcontract Number / Numéro du contrat de sous-traitance
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
Canada has a requirement for Commercial off the shelf (COTS) two-day workshops on Pre-Retirement Training, which includes the Royal Canadian Mounted Police (RCMP) Pension Plan, for RCMP Regular Members and their spouses. The workshop must be provided in English, French or both languages at various locations, including virtual sessions, across Canada.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

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

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

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

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

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	No site access / Aucun accès au site - Facility Access II / Accès aux installations II		

Special comments:
Commentaires spéciaux : Site access / Accès au site - Facility Access II with escort/Accès aux installations II avec escorte

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat 202201711
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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

Security Clauses

All contractors and sub-contractors employed on this contract must support the RCMP's security environment by complying with the following directives:

1. Contractor and sub-contractor personnel will be required to obtain and maintain a personnel security clearance/status commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).
2. Subcontracts are NOT to be awarded without review and prior written permission from the RCMP Contract Authority, who is responsible for contacting and liaising with the RCMP Departmental Security Section.
3. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. For example: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring security screening and personnel requiring renewal of their personnel security screening.
4. Before entering an operational area of an RCMP building/facility, contractors must turn in all electronic devices, e.g. cell phones, cameras, PDAs to the reception/security desk until the person leaves. EXCEPTION: A contractor with a valid RCMP Enhanced Reliability Status.
5. Contractors are forbidden from taking photographs on RCMP property. If photographs must be taken, written permission must first be received from the detachment/unit commander and relayed to the property security authority (e.g. commissionaires) on site.
6. A building access card is required for admittance to, or movement within an RCMP building/facility. The building access card must be worn and visible at all times.
7. No sensitive (Protected / Classified) hard copy information or assets shall be removed from the RCMP building/facility.
8. No sensitive (Protected / Classified) electronic information or assets shall be removed from RCMP networks or property.
9. No sensitive (Protected / Classified) information shall be electronically transmitted to or processed at the contractor's site.

10. Physical access to RCMP facilities/sites is restricted to those specific areas required to meet the contract's objectives
11. Certain areas, based on the sensitivity of the information being processed/stored or the work being done, will require a technical and/or client escort.
12. The contractor will promptly notify the RCMP of any unauthorized use or disclosure of the information exchanged under this contract and will furnish the RCMP with details of the unauthorized use or disclosure.
13. If the nature or scope of the work changes, the contractor must promptly notify the RCMP Contract Authority, who will contact and liaise with Departmental Security Section, to review and determine appropriate security mitigations.