



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to : Statistics Canada
Propositions aux: Statistique Canada

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

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

Solicitation No – N° de l'invitation : J058045/A
Solicitation closes – L'invitation prend fin At – à : 14:00 EDT On – le : Wednesday, July 27, 2022
Update – Mise à jour :

Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression).
Name – Nom :
Title – Titre :

Date of Solicitation – Date de l'invitation: June 15, 2022	Page 1 of/de 23
Address inquiries to – Adresser toute demande de renseignements à: Abbas Khokhar statcan.macsbids-smcsoumissions.statcan@statcan.gc.ca	
Area code and Telephone No. Code régional et N° de téléphone (343) 548-1422	
Destination MACS BID statcan.macsbids-smcsoumissions.statcan@statcan.gc.ca	

Instructions :
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions:
Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Delivery required – Livraison exigée	Delivery offered – Livraison proposé
Vendor Name and Address – Raison sociale et adresse du fournisseur	
Facsimile No – N° de télécopieur : Telephone No – N° de téléphone :	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, and Electronic Payment Instruments.

1.2 Summary

Statistics Canada is seeking the services of a contractor to provide data science introduction courses for managers and practitioners covering topics as defined under the Annex A: Statement of Work.

The proposed Contractor is to provide Statistics Canada employees:

- A minimum of two (one in French, one in English) virtual courses called Data Science Introduction for Managers; and;
- A minimum of two (one in French, one in English) virtual courses called Data Science Introduction for Practitioners.

Each training will be offered to up to twenty five (25) Statistics Canada employees at a time.

If demand is high enough, additional courses could be added for a per course fee determined in the resulting contract.

The initial contract would be from contract award to March 31, 2025.

1.3 Security Requirement

There is no security requirement associated with this requirement.

1.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), Canada Korea Free Trade Agreement (CKFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), Canada–Honduras Free Trade Agreement, Canada–Peru Free Trade Agreement and the Canada-Panama Free Trade Agreement (CPanFTA) if it is in force.



1.5 Debriefings

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

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO 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 or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Statistics Canada". Delete "PWGSC" and Insert "StatCan"

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to Statistics Canada by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

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

Definitions

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

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



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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than two (2) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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



2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid: one (1) soft copy by e-mail in a “pdf” format;
- Section II: Financial Bid: one (1) soft copy by e-mail in a “pdf” format;
- Section III: Certifications: one (1) soft copy by e-mail in a “pdf” format;
- Section IV: Additional Information: one (1) soft copy by e-mail in a “pdf” format.

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

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule Attachment 2 to Part 3. The total amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete “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 Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.3 Exchange Rate Fluctuation

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

3.1.4 SACC Manual Clauses

Section III: Certifications

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



ATTACHMENT 1 to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

() Direct Deposit (Domestic and International)



ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all-inclusive fixed per-diem rate for each of the resource categories identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2.
- b. travel between the successful bidder's place of business and the NCR; and
- c. the relocation of resources

To satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

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

Initial Period from contract award to March 31, 2025

Description	Quantity Per Course	Unit Cost Per Course	Extended Cost
	A	B	C= AxB
Data Science Introduction for Managers Course Material Development	2 Offerings one (1) English and one (1) French	\$	\$
Data Science Introduction for Managers Course Delivery	2 Offerings one (1) English and one (1) French	\$	\$
Data Science Introduction for Practitioners Course Material Development	2 Offerings one (1) English and one (1) French	\$	\$
Data Science Introduction for Practitioners Course Delivery	2 Offerings one (1) English and one (1) French	\$	\$
Subtotal			\$

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Data Science Introduction for Managers and for Practitioners			
MTC #	Mandatory Technical Criteria (MTC)	Proposal Page Number	Pass/Fail
MTC1	The Bidder must propose a minimum of one (1) Bilingual instructor or one (1) French instructor and one (1) English Instructor. Each proposed resource must have a minimum	Evidenced by project summary or Curriculum	



	of three (3) years of data-science related teaching experience (university, college or academic environment).	Vitae (C.V.)	
MTC2	<p>The Bidder must demonstrate the resource(s) have taught a minimum of two (2) data science courses in the last five (5) years.</p> <p>At a minimum, the Bidder should include the followings:</p> <ol style="list-style-type: none"> 1. Course description; 2. Average number of participants per course; 3. Number of courses delivered; and; 4. Courses start/end dates and duration. 	Evidenced by project summary or Curriculum Vitae (C.V.)	
MTC3	The Bidder must deliver the offerings on a virtual platform (MS Teams, Zoom) or any other platform of its choice free of charge. The platform must consider and have features to meet accessibility requirements (audio and visual aid for people having disability or special needs etc.) based on participants needs.		

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

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

4.2 Basis of Selection- Lowest Responsive Bid

An offer must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bids with the lowest prices will be ranked and will be recommended for award of a contract(s).



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

[2010B](#) (2022-01-28), General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract.

6.2.2 Supplemental General Conditions

[4013](#) (2021-11-29), Compliance with on-site measures, standing orders, policies, and rules apply to and form part of the Contract.

6.3 Security Requirements

There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract Award to March 31, 2025.

6.4.2 Delivery Date

All the deliverables must be received on or before March 31, 2025.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Abbas Khokhar

Title: Coordinator

Statistics Canada

Address: 150 Tunney's Pasture Driveway Ottawa, Ontario K1A 0T6

E-mail address: abbas.khokhar@statcan.gc.ca

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

6.5.2 Project Authority (to be inserted at contract award)

The Project Authority for the Contract is:



Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

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

6.5.3 Contractor's Representative (to be inserted at contract award)

Name: _____
Organization: _____
Telephone: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (**TBD at Contract Award**). Customs duties are included 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.

6.7.2 Method of Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment



6.7.3 Electronic Payment of Invoices – Contract

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

- () Direct Deposit (Domestic and International)

6.8 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- c. Invoices must be distributed as follows:
 - i. One (1) electronic copy must be forwarded to the address below for certification and payment. Email: financecounter@statcan.gc.ca
 - ii. One (1) electronic copy must be forwarded to the Contracting Authority and the Project Authority identified under the section entitled "Authorities" of the Contract

6.9 Discretionary Audit

SACC Manual clause [C0705C](#) (2010-01-11)

6.10 Certifications and Additional Information

6.11 Compliance

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

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

6.12 Priority of Documents

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

- a. The Articles of Agreement;
- b. [2010B](#) (2021-12-02), General Conditions – Professional Services (Medium Complexity);
- c. [4013](#) (2021-11-29), Supplemental General Conditions – Compliance with on-site measures, standing orders, policies, and rules;
- d. Annex A, Statement of Work;
- e. Annex B, Basis of Payment; and
- f. the Contractor's bid dated_____.

6.13 Foreign Nationals (Canadian Contractor or Foreign Contractor) (TBD at Contract Award)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)



Or

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

6.14 Insurance - No Specific Requirement

SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

6.15 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

6.16 Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO 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.



ANNEX A STATEMENT OF WORK

SW.1.0 TITLE

Data Science Introduction for Managers course and Data Science Introduction for Practitioners course.

SW.2.0 BACKGROUND

Statistics Canada has a requirement to provide a Data Science Introduction for Managers course and a Data Science Introduction for Practitioners course covering topics as described in section 4 below.

SW.3.0 OBJECTIVE

Over the contract period, provide to Statistics Canada employees:

- A minimum of two (one in French, one in English) virtual courses called Data Science Introduction for Managers; and;
- A minimum of two (one in French, one in English) virtual courses called Data Science Introduction for Practitioners.

Each training will be offered to up to twenty five (25) Statistics Canada employees at a time.

SW.4.0 PROJECT REQUIREMENTS

SW.4.1 Tasks and Deliverables

A. Data Science Introduction Course for Statistics Canada Managers

The activities undertaken by the contractor will include (but are not limited to) the following:

- Develop a Data Science Introduction course for Statistics Canada managers;
- Provide training material to the trainees;
- Submit all training material by email one week in advance to the technical authority;
- Deliver the course for a duration of one hour, two non-consecutive days a week with (for example Monday and Thursday) for eight weeks;
- Answer to learners' questions (Q&As); and
- Suggest weekly homework consisting of a short paper (on the weekly topic area and/or its use) to be read by participants.

In more details, each week will include two hours on-line of formal contact time and one homework divided as follows:

- Early in the week (Monday for example), a one hour seminar will showcase a non-technical explanation of a data science method, outlining the basic concepts, assumptions, and extensions. The presentation will use Statistics Canada and/or other open government datasets wherever possible.
- Weekly homework will consist of reading a short paper on the topic being presented and/or its use. Papers will be light in technical content so as to make sure they are accessible without burdening the reader with unnecessary mathematical depth.
- Later in the week (Thursday for example), the group will convene for a second hour on the topic. This hour will be structured as a reading group with first a recap on the paper's content followed by an open discussion on the paper and the topic. In this reading group everyone will be given the opportunity to comment or ask questions. The goal is to refine managers' views on a topic by discussing its uses and limitations in real life.



Emphasis will be on what the data science methods being presented can and cannot achieve rather than depth of mathematical nuances.

The course content will be as follow (per week):

1. Introduction + Supervised Learning 1: From Linear Discriminant Analysis to Support Vector Machines.
2. Supervised Learning 2: Decision trees; bagging, boosting, and random forests
3. Neural Networks 1: From basic concepts to handwriting recognition.
4. Neural Networks 2: Generative Additive Networks and Auto-encoders
5. Unsupervised Learning: clustering, and high dimensional visualizations such as t-one
6. Natural Language Processing 1; Topic Modelling
7. Natural Language Processing 2; Word Embeddings
8. Considerations regarding Machine Learning use: Inference and data quality in Machine Learning, privacy issues and computation tools

Furthermore, the provider should be willing to collaborate with Statistics Canada, to the best of its ability, to meet any accessibility needs if requested by a participant.

B. Data Science Introduction Course for Statistics Canada Practitioners

The activities undertaken by the contractor will include (but are not limited to) the following:

- Develop a Data Science Introduction course for Statistics Canada practitioners with prerequisite course on R/Python;
- Provide training material to trainees.
- Submit all training material by email one week in advance to the technical authority;
- Deliver the course from 10am to 12pm, and from 1pm to 2pm, one day a week for eight weeks;
- Answer to learners' questions (Q&As); and
- Provide three homework assignments over the course of the first 7 weeks, provide feedback on the homework during the following course.

In more details, each week will include three hours on-line of formal contact time as follows:

- A morning session (10am to 12pm) that will consist of the theory on the given week topic; and
- An afternoon session (1pm to 2pm) that will consist of practical exercises on the morning topic.
- From time to time, a homework will be proposed to learners.

The course content will be as follow (per week):

1. Visualisation
2. Variable reduction (Principal Component Analysis)
3. Clustering
4. Classification and classification trees
5. Neural networks
6. Advance modeling
7. Anomaly detection
8. Natural language processing (NLP) and text mining

Furthermore, the provider should be willing to collaborate with Statistics Canada, to the best of its ability, to meet any accessibility needs if requested by a participant.

Schedule

The four courses are to be offered between September 2022 and March 2025. Each iteration of the course will be offered during eight consecutive weeks, but based on holidays, it can be slightly adjusted.



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- Each iteration of the course for managers will be a total of 16 hours: two days per week, one hour each day, for a total of eight weeks.
 - Each iteration of the course for practitioners will be a total of 24 hours: one day per week, three hours each day, for a total of eight weeks.

SW.4.2 Method and Source of Acceptance

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

SW.5.0 OTHER TERMS AND CONDITIONS

SW.5.1 Contractor's Obligations

In addition to the obligations outlined in Section 4 of this Statement of Work, the Contractor will:

- provide the necessary training material;
- maintain daily schedule/attendance;
- attend meeting with the technical authority (TA), when required;
- provide all training material electronically; and
- deliver the offerings on a virtual platform (MS Teams, Zoom) or any other platform of its choice free of charge. The platform must consider and have features to meet accessibility requirements (audio and visual aid for people having disability or special needs etc.) based on participants needs.

SW.5.2 StatCan Obligations

Statistics Canada will:

- Provide a person responsible to set-up meetings, communicate with participants, save information on repositories, and answer questions the teacher might have;
- Coordinate registration of participants; and
- Assist in meeting the accessibility needs of participants as required, such as
 - American Sign Language (ASL) and/or *Langue des signes québécois* (LSQ);
 - Ensuring training material and the virtual training platform is accessible.

SW.5.3 Location of Work, Work Site and Delivery Point

The course training will take place on-line from the contractor's place of work via a platform that will be acceptable to both participants and the teacher.

SW.5.4 Language requirements

The contractor must deliver the courses and training material in Canada's both official languages (English essential for the English courses, and French essential for the French courses).

SW.5.5 Recordings

The courses will be recorded, with the recordings shared only with the registered participants.

SW.6.0 ENVIRONMENTAL CONSIDERATIONS

All projects should be delivered in an environmentally responsible manner, to the fullest extent possible. Clients and suppliers will be encouraged to transmit work requests electronically.



All non-electronic correspondence and deliverables should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content and processed chlorine free, whenever possible. Double-sided photocopying will be the default unless otherwise specified by the Project or Contracting Authority. Photocopied documents are to be in black and white format unless otherwise specified.

The supplier will be encouraged to provide proofs for client review and approval either on-screen or by e-mail, CD, DVD or zip file, wherever possible. Should printed material be required, double-sided format will be the default unless otherwise specified by the client.



**ANNEX B
BASIS OF PAYMENT**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract. All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

Initial Period from contract award to March 31, 2025

Description	Quantity Per Course	Unit Cost Per Course	Extended Cost
	A	B	C= AxB
Data Science Introduction for Managers Course Material Development	2 Offerings one (1) English and one (1) French	\$	\$
Data Science Introduction for Managers Course Delivery	2 Offerings one (1) English and one (1) French	\$	\$
Data Science Introduction for Practitioners Course Material Development	2 Offerings one (1) English and one (1) French	\$	\$
Data Science Introduction for Practitioners Course Delivery	2 Offerings one (1) English and one (1) French	\$	\$
		Subtotal	\$

Each training will be offered to up to twenty five (25) Statistics Canada employees at a time. If demand is high enough, additional courses could be added over the two year period for a per course fee determined ahead of time.



ANNEX C to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

() Direct Deposit (Domestic and International)