



RETURN BIDS TO:

See article 2.2 (Submission of Offers) of this solicitation

REQUEST FOR STANDING OFFER

Departmental Individual Standing Offer (DISO)

Canada, as represented by the Canadian Nuclear safety Commission, hereby requests a Standing Offer on behalf of the Identified Users herein.

On behalf of the Offeror, by signing below, I confirm that I have read the entire Request for Standing Offer (RFSO) including the documents incorporated by reference into the RFSO and I certify that:

1. The Offeror considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This Offer is valid for the period requested in the bid solicitation;
3. All the information provided in the Offer is complete, true and accurate; and
4. By submitting an Offer bid, the Offeror confirms that it accepts all the terms and conditions set out in the resulting contract clauses included in this RFSO, should it be awarded a Standing Offer.

Instructions:

See Herein

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Title: 5000049085 - Coaching, facilitation, assessment and career services for Canadian Nuclear Safety Commission (CNSC)	
Solicitation no.- N° de l'invitation : 5000049085	Date: July 22, 2022
File No. – N° de dossier: 5000049085	
Solicitation closes - L'invitation prend fin : September 14, 2022 at 2:00pm	Time zone – Fuseau horaire: Eastern Daylight Time (EDT)
Address Enquiries to: - Adresser toutes questions à: solicitation-demandedesoumission@cnsccsn.gc.ca	
Destination: See herein –Voir aux présentes	
Delivery required – Livraison exigée: See herein –Voir aux présentes	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entreprise	
Vendor Contact – Personne ressource du fournisseur: Telephone No.: - No. de téléphone: Facsimile No.: - No. de télécopieur: Email : - Courriel :	
Name and title of person authorized to sign on behalf of supplier (type or print): Nom et titre de la personne autorisée à signer au nom du fournisseur (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.

List of Annexes to the Resulting Contract:

- Annex A, Statement of Work
- Annex B, Basis of Payment
- Annex C, Security Requirements Check List (SRCL)
- Annex D, Non-disclosure Agreement (NDA)

List of Attachments:

- Attachment 1 to Part 3 – Pricing Schedule
- Attachment 1 to Part 4 – Technical Evaluation Criteria
- Attachment 2 to Part 4 – Stream 4 Response Form
- Attachment 1 to Part 5 – Resource Consent Form

1.2 Summary

1.2.1 The Canadian Nuclear Safety Commission (CNSC) has a requirement for Professional Services to provide:

- Stream 1: Executive coaching (Director level and above)
- Stream 2: Individual and group employee coaching, including career development and transition coaching
- Stream 3: Group facilitation services
- Stream 4: Testing and assessment services



1.2.2 Streams of Work

Offerors may submit an Offer for **one OR more** streams of Work.

NOTE: If an Offeror is submitting an Offer for more than one stream of Work, a separate Offer should be submitted for each stream.

For streams 1, 2 and 3, the Standing Offers will be awarded based on the proposed Resource(s). The Resource(s) will be named in the Standing Offer as the qualified Resource(s) who performs the service.

For Stream 1 and 2, an Offeror may submit multiple Resources. Each Resource will be evaluated individually and ranked individually using the identified selection methodology to determine the ranking of the Offers/Resources, and whether or not a Standing Offer will be awarded for the individual Resource.

For stream 1 and 2, should the qualified Resource(s) no longer be available, the Standing Offer will no longer be eligible for use by the CNSC.

For stream 3A and 3B, an Offeror may submit multiple Resources, up to a maximum of 3 Resources. Each Resource will be evaluated individually and ranked individually using the identified selection methodology to determine the ranking of the Resources, and whether or not a Standing Offer will be awarded for the individual Resource.

For Stream 3, should the qualified Resource(s) no longer be available, the CNSC may in its sole discretion determine whether, or not, it will permit the Offeror to qualify a replacement resource.

NOTE: If an Offeror is proposing multiple Resources, a separate Offer should be submitted for each Resource.

Stream Description	Up to the following number of Standing Offers may be awarded
Stream 1: Executive coaching (Director level and above)	20
Stream 2: Individual and group employee coaching, including career development and transition coaching	20
Stream 3A: Group facilitation – Senior Resource	30
Stream 3B: Group facilitation – Intermediate Resource	20
Stream 4: Testing and assessment services	Unlimited

Stream 1: Executive Coaching (Director level and above)

The coaching may include development coaching or coaching to address or solve specific issues or challenges and may cover, but is not limited to the following:

- improving particular skills
- ongoing approach for improving leadership abilities
- transitioning to a new role
- dealing with complex issues
- developing different leadership styles
- developing their own coaching abilities for direct reports
- dealing with conflict
- improving their impact and effectiveness as a leader



- understanding and navigating organization structure
- developing strategies to create a positive work environment
- developing change management skills
- developing communication skills
- promoting group cohesion and collaboration
- building self-awareness
- leading in a remote work environment
- Diversity, Equity & Inclusion in leadership
- Executive group coaching on a variety of topics

Stream 2: Individual and Group Employee Coaching (including career guidance and transition coaching):

The coaching may include development coaching or coaching to address or solve specific issues or challenges for an individual or team and may cover, but is not limited to the following:

- improving particular skills
- transitioning to a new role
- dealing with complex issues
- dealing with conflict
- improving their impact and effectiveness as a subject matter expert
- developing strategies to create a positive work environment
- developing communication skills
- enhancing collaboration and peer work
- building self-awareness
- provide guidance and support
- identifying goals and aspirations
- identifying interests and career fit
- identifying skills improvement areas
- establishing a development plan to achieve goals
- assist employees navigate a career or role change
- resume writing advice and guidance
- interview techniques
- develop networking skills
- understanding the job search landscape including the digital platform
- networking and maximizing relationships

Stream 3: Group Facilitation:

Group facilitation may include delivering sessions to a group of executives, management, employees or a combination of these. The sessions may cover, but are not limited to the following:

- breaking down silos and improving collaboration
- building team cohesion and camaraderie
- knowledge sharing
- identifying accountabilities
- resolving problems
- learning to work as a team
- developing communication skills
- developing a team plan to achieve a goal
- working together in a remote work environment

Stream 4: Testing and Assessments:

Psychometric testing and leadership development assessments are intended to inform and identify a number of factors such as skills, competencies, personality traits, aptitude, behaviours and cognitive



ability. The tests and assessments may be used to provide individuals with information about themselves and career suitability, used as part of a staffing process, used as the basis to determine areas of individual coaching or to identify to the organization potential candidates for leadership development.

Examples of these tests and assessments include but are not limited to:

- Personality, and Work Style
 - Myers-Briggs Type Indicator® (MBTI®)
 - Hogan Personality Inventory
 - Emotional Intelligence (EI)
 - Enneagram
 - SDI (Strength Deployment Inventory)
 - Character-based leadership assessments
 - Other career / development / aspirational / fit tools

- Leadership Competency Assessments mapped to the Federal Public Service Key Leadership Competencies for development and selection:
 - 360 Degree Feedback Simulations
 - Assessment centres
 - Structured interviews
 - Structured reference checks (up to 360 degree)

- Other Assessments for Development or Selection
 - In-basket assessments
 - MS office assessment (including excel)
 - Behavioural competencies
 - Implicit Association Test
 - Situational Judgement Test(s)
 - Tools to assess learning agility

1.2.3 Trade Agreements

The requirement is subject to the provisions of the:
Canadian Free Trade Agreement,
Canada-Chile Free Trade Agreement,
Comprehensive and Progressive Agreement for Trans-Pacific Partnership,
Canada-Columbia Free Trade Agreement,
Canada-European Union Comprehensive Economic and Trade Agreement,
Canada-Honduras Free Trade Agreement,
Canada-Korea Free Trade Agreement,
Canada-Panama Free Trade Agreement,
Canada-Peru Free Trade Agreement,
Canada-Ukraine Free Trade Agreement,
Canada-United Kingdom Trade Continuity Agreement and
World Trade Organization Agreement on Government Procurement.

1.2.4 Region of Delivery

The Request for Standing Offers (RFSO) is to establish Departmental 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.

1.2.5 Designation as Set-Aside

The Standing Offer resulting from this bid solicitation may be used for requirements containing an Indigenous set-aside under the federal government's Procurement Strategy for Indigenous Business (PSIB).

In order to be considered as an Indigenous Business under the PSIB, the Offeror must complete the Indigenous Business certification contained in Part 5 – Certifications.

1.2.6 Opportunity for Qualification and Request for Bids Refresh Solicitation

Streams 1-3

From time to time a Notice may be posted on the Government Electronic Tendering Service (GETS) to allow new Offerors to become qualified. Offerors may submit a bid at any time during the solicitation period for an SO by responding to the most recent terms and conditions posted on GETS. Canada may issue the Notice for a specific number of SOs to achieve the maximum number of SOs indicated in this RFSO.

Stream 4

From time to time a Notice may be posted on the Government Electronic Tendering Service (GETS) to allow new Offerors to become qualified.

1.3 Security Requirements

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

1.4 Debriefings

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

A de-brief is intended to:

1. Provide the Offeror with feedback on their proposal and the solicitation process;
2. Review the evaluation of the Offeror's proposal and explain where they met or failed to meet the criteria;
3. Identify strengths and weaknesses in the Offeror's proposal to assist them with preparing future proposals.

A de-brief is not an opportunity for the Offeror to debate the evaluation or request a re-evaluation of the proposal.



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- a. All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- b. 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).
- c. With the exception of sections 1 and 3 of the [2006](#) (2022-03-29) Standard Instructions - Request for Standing Offers - Goods or Services – Competitive Requirements, all references to the Minister of Public Works and Government Services should be deleted and replaced with the President of the Canadian Nuclear Safety Commission (CNSC). Also all reference to the Department of Public Works and Government Services should be deleted and replaced with the Canadian Nuclear Safety Commission.
- d. The [2006](#) (2022-03-29) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO with the following modifications:

[Section 5](#) - Submission of Offers, Subsection 4, is amended as follows:

Delete: sixty (60) days
Insert: 240 consecutive days

[Section 6](#) - Late Offers, is amended as follows:

Delete: The content in its entirety.
Insert:

For bids submitted electronically, the late bids will be deleted. Records will be kept documenting the transaction history of late bids submitted.

[Section 7](#) - Delayed Offers, Subsection 1 and Subsection 3, are amended as follows:

Delete: The Subsections in their entirety.

[Section 8](#) - Transmission by Facsimile or by epost Connect, is amended as follows:

Delete: The Section in its entirety.

[Section 18](#) - Conflict of Interest - Unfair Advantage, is amended as follows:

Insert:

4. The Canadian Nuclear safety Commission (CNSC) reserves the right to review real, potential or apparent conflict(s) of interest. Bidders must disclose any of their activities related to the subject of the Statement of Work that are licensed by the CNSC. Bidders are also required to disclose any involvement in previous, current or planned work undertaken for a CNSC licensee that is or may be related to the subject of the Statement of Work. Such activities or work are not in themselves grounds for rejection; however, bids to review previous work contributed by the bidder on behalf of a CNSC licensee, and bids to make recommendations



affecting the CNSC licensing decisions in which the bidder has a financial or non-financial interest may be rejected.

5. Bidders must address in detail, in their submitted bids, any real, potential or apparent conflict(s) of interest they may encounter while performing the work, and must substantiate which measures they are taking to prevent the conflict(s). If in doubt about a particular situation, bidders may contact the Contracting Authority before bid closing. The CNSC reserves the right to reject any bids in which a real, potential or apparent conflict of interest exists.

[Section 20](#) - Further Information, Subsection 2, is amended as follows:

Delete: The Subsection in its entirety.

All other provisions remain in effect. If there is a conflict between the provisions of Standard Instructions [2006](#) (2022-03-29), Goods or Services - Competitive Requirements, and this document, this document prevails.

2.2 Submission of Offers

- a. Offers must be received by the Standing Offer Authority at the location identified by the date, time and place indicated on the cover page of this bid solicitation.

The following information should appear in the subject line of the e-mail:

- i CNSC solicitation number; and
- ii Stream Number and Title

- b. Canada will not be responsible for late Offers received at destination after the closing date and time, even if it was submitted before.
- c. CNSC is limited to individual emails of a maximum size of 15 MBs.
- d. Due to the nature of the solicitation, Offers transmitted by facsimile to CNSC will not be accepted.

2.3 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 Offeror 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.

See Part 5 – Certifications for Former Public Servant Certification Form.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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



eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

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



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

a. **Copies of Offer:** Canada requests that Offerors provide their Offer in separately bound sections as follows :

- i. Section I: Technical Offer (1 soft copy via email)
- ii. Section II: Financial Offer (1 soft copy via email)
- iii. Section III: Certifications not included in the Technical Offer (1 soft copy via email)

Prices must appear in the Financial Offer only. No prices are to be indicated in any other section of the Offer.

NB: Please note that in response to this RFSO individual emails cannot exceed 15 MBs in size.

b. **Format for Offer:** Canada requests that Offerors follow the format instructions described below in the preparation of their Offer :

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the solicitation;
- iii. include a title page at the front of each volume of the Offer that includes the title, date, solicitation number, Offeror's name and address and contact information of its representative; and
- iv. Include a table of contents.
- v. Soft copies will be accepted in any of the following electronic formats:
 - Portable Document Format .pdf
 - Microsoft Word 97/2000 (.doc)

c. **Joint Venture Experience:**

- i. Where the Offeror is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: An Offeror is a joint venture consisting of members L and O. A solicitation requires that the Offeror demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the Offeror has previously done the Work. This Offeror can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- ii. A joint venture Offeror may rely on the experience of one of its members to meet any given technical criterion of this solicitation.

Example: An Offeror is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the Offeror have 3 years of experience providing maintenance service, and (b) that the Offeror have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the Offeror cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.



- iii. Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Offeror is requested to indicate which joint venture member satisfies the requirement. If the Offeror has not identified which joint venture member satisfies the requirement, the Standing Offer Authority will provide an opportunity to the Offeror to submit this information during the evaluation period. If the Offeror does not submitted this information within the period set by the Standing Offer Authority, its Offer will be declared non-responsive.

Example: An Offeror is a joint venture consisting of members A and B. If a solicitation requires that the Offeror demonstrate experience providing resources a minimum number of 100 billable days, the Offeror may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

That show in total 100 billable days.

- iv. Any Offeror with questions regarding the way in which a joint venture Offer will be evaluated should raise such questions through the Enquiries process as early as possible during the solicitation period.

Section I: Technical Offer

In their technical Offer, Offerors should explain and demonstrate how they meet the requirements in Attachment 1 to Part 4 of this RFSO.

Section II: Financial Offer

Pricing: Offerors must submit their Financial Offer in accordance with the Pricing Schedule provided in Attachment 1 to Part 3 of this RFSO. The total amount of Applicable Taxes should be shown separately, if applicable.

Section III: Certifications

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



ATTACHMENT 1 to PART 3 - PRICING SCHEDULE

3.1 Financial Bid

The Offeror should complete this pricing schedule and include it in its financial offer. As a minimum, the Offeror must respond to this pricing schedule by inserting in its financial offer for each of the periods specified below its quoted firm all-inclusive hourly rate (in Cdn \$) for each Resource(s) proposed. The price of the Offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

3.2 Travel and Living Expenses

The rates specified below, when quoted by the Offeror, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its offer:

- i. all travel and living expenses for work 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. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>;
- ii. any travel expenses for travel between the Contractor's place of business and the NCR; and
- iii. any travel and living expenses for 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.

3.3 Variation in Resource Rates By Time Period – Streams 1, 2 and 3

For any given Resource, where the financial tables provided by Canada allow different firm rates to be charged for the Resource during different time periods:

- i. the rate bid for the same Resource during any subsequent time period must not be lower than the corresponding rates quoted for any previous year(s).

3.4 All Costs to be Included

The Financial Offer must include all costs for the requirement described in the RFSO for the entire Standing Offer, including any option periods. Firm all-inclusive rates and totals must include all expenses and costs incurred in the preparation, coordination and performance of the Work and deliverables including but not limited to equipment, software, peripherals, cabling and components administrative costs, project management costs, printing and copies of material, facilities, all communications costs such as long distance charges, tele and/or video conferencing fees, all travel and living costs associated with providing the services and all other costs associated with the Offeror's delivery of the Work.

3.5 Blank Prices

Offerors are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Offeror leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Offeror confirm that the price is, in fact, \$0.00. No Offeror will be permitted to add or change a price as part of this confirmation. Any Offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3.6 Exchange Rate

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



3.7 Electronic Payment of Invoices - Bid

Canada requests that Bidders:

1. select option 1 or, as applicable, option 2 below; and
2. include the selected option in Section II of their bid.

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

Option 1:

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

- () Direct Deposit (Domestic and International)

Option 2:

- () The Bidder does not accept to be paid by Electronic Payment Instruments.

3.8 Calculation of Evaluated Financial Offer Price

The evaluated financial offer price for each Resource will be determined by adding its firm all-inclusive hourly rates (CAD), Applicable Taxes excluded, for each of the periods identified.

Note 1: If an Offeror is submitting more than 1 Resource per Stream, each Resource will be evaluated against the technical evaluation criteria independently and the evaluated financial offer will also be determined independently of any other proposed resource.

Note 2: If an Offeror is submitting an Offer for more than one stream of Work, a separate Offer should be submitted for each stream.

Note 3: If an Offeror is proposing multiple Resources, a separate Offer should be submitted for each Resource.

If a separate Offer is not submitted, for the purposes of evaluation each Resource proposed will be treated as a separate Offer. The Evaluated Financial Offer Price for each Resource will be calculated by adding the rates provided in the table for the individual Resource and not all of the Resources combined.

Stream 1 – Executive Coaching (Director level and above) – up to 20 Standing Offers may be awarded						
Description	Resource Name	Initial Period (2 years) Firm all-inclusive Hourly Rate (CAD) A	Option 1 (1 year) Firm all-inclusive Hourly Rate (CAD) B	Option 2 (1 Year) Firm all-inclusive Hourly Rate (CAD) C	Option 3 (1 Year) Firm all-inclusive Hourly Rate (CAD) D	Total A+B+C+D
Executive Coaching		\$	\$	\$	\$	\$
Sub-total (Evaluated Financial Offer Price)						\$
Applicable Taxes						\$
Total						\$



Stream 2 – Individual and group employee coaching, including career development and transition coaching - up to 20 Standing Offers may be awarded						
Description	Resource Name	Initial Period (2 years) Firm all-inclusive Hourly Rate (CAD) A	Option 1 (1 year) Firm all-inclusive Hourly Rate (CAD) B	Option 2 (1 Year) Firm all-inclusive Hourly Rate (CAD) C	Option 3 (1 Year) Firm all-inclusive Hourly Rate (CAD) D	Total A+B+C+D
Individual & group employee coaching, including career development and transition coaching		\$	\$	\$	\$	\$
Sub-total (Evaluated Financial Offer Price)						\$
Applicable Taxes						\$
Total						\$

Stream 3A – Group facilitation– Senior Resource – up to 30 Standing Offers may be awarded						
Description	Resource Name	Initial Period (2 years) Firm all-inclusive Hourly Rate (CAD) A	Option 1 (1 year) Firm all-inclusive Hourly Rate (CAD) B	Option 2 (1 Year) Firm all-inclusive Hourly Rate (CAD) C	Option 3 (1 Year) Firm all-inclusive Hourly Rate (CAD) D	Total A+B+C+D
Group facilitation – Senior Resource		\$	\$	\$	\$	\$
Sub-total (Evaluated Financial Offer Price)						\$
Applicable Taxes						\$
Total						\$



Stream 3B – Group facilitation – Intermediate Resource – up to 20 Standing Offers may be awarded						
Description	Resource Name	Initial Period (2 years) Firm all-inclusive Hourly Rate (CAD) A	Option 1 (1 year) Firm all-inclusive Hourly Rate (CAD) B	Option 2 (1 Year) Firm all-inclusive Hourly Rate (CAD) C	Option 3 (1 Year) Firm all-inclusive Hourly Rate (CAD) D	Total A+B+C+D
Group facilitation– Intermediate Resource		\$	\$	\$	\$	\$
Sub-total (Evaluated Financial Offer Price)						\$
Applicable Taxes						\$
Total						\$

Stream 4 – Assessments – no limit on number of Standing Offers				
Description	Initial Period (2 years) Firm all-inclusive price per assessment (CAD) A	Option 1 (1 year) Firm all-inclusive price per assessment (CAD) B	Option 2 (1 Year) Firm all-inclusive price per assessment (CAD) C	Option 3 (1 Year) Firm all-inclusive price per assessment (CAD) D
Assessment Costs Please complete Attachment 2 to Part 4 – Stream 4 Response Form.				
Description	Initial Period (2 years) Firm all-inclusive Hourly Rate (CAD) A	Option 1 (1 year) Firm all-inclusive Hourly Rate (CAD) B	Option 2 (1 Year) Firm all-inclusive Hourly Rate (CAD) C	Option 3 (1 Year) Firm all-inclusive Hourly Rate (CAD) D
Feedback sessions, presentations and summary reports Please complete Attachment 2 to Part 4 – Stream 4 Response Form.				



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 RFSO including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Offeror has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- b. An evaluation team composed of representatives of Canada will evaluate the Offers. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- c. In addition to any other time periods established in the solicitation:
 - i. **Requests for Clarifications:** If Canada seeks clarification or verification from the Offeror about its Offer, the Offeror will have 2 working days (or a longer period if specified in writing by the Standing Offer Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the Offer being declared non-responsive.
 - ii. **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2006, Request for Standing Offers - Goods or Services - Competitive Requirements:
 - A. verify any or all information provided by the Offeror in its Offer; or
 - B. contact any or all references supplied by the Offeror (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Offeror.

The Offeror must provide the information requested by Canada within 2 working days of a request by the Standing Offer Authority.

- iii. **Experience Validation Exercise:** In accordance with the Standard Instructions 2006 (2022-03-29) as well as the certifications under Part 5, Canada reserves the right to verify and validate all information presented in the Offer.

Canada may contact client references and/or conduct interviews with the Offeror's proposed Resource(s) to validate their experience. This validation may include all criteria, both mandatory and point-rated, or specific mandatory and/or point-rated criteria. The validation of experience may include any or all of the following:

- a. confirming dates worked on a project
- b. confirming the Work performed and deliverables produced on a project;
- c. asking questions related to the Resource's work experience on a project such as but not limited to steps taken to perform the task or overcoming challenges in the performance of the Work.

Canada may validate the information on a project-by-project basis or use a single project to validate the overall experience of a criterion. Should the information provided by the proposed Resource or the client reference result in Canada being unable to validate the information presented in the Offer for any of the mandatory criteria, the criterion will be deemed as not met, the Offer will be deemed non-responsive and given no further consideration. Should the information provided by the proposed Resource or the client reference result in Canada being unable to validate the information presented in the Offer for any of the point-rated criteria, either no points will be awarded for that specific criterion or the awarded points may be adjusted as applicable.



- iv. **Requests for Interviews:** If Canada wishes to interview the Offeror and/or any or all of the Resources proposed by the Offeror to fulfill the requirements of the solicitation, the Offeror will have 2 working days (or a longer period if specified in writing by the Canada) to make any necessary arrangements (at the Offeror's sole cost) for the interview to take place at a location specified by Canada. Failure to meet this deadline will result in the Offer being declared non-responsive.

Canada may conduct interviews with all compliant Resources proposed; or only with the top ranked compliant Resource (*number is reflective of the possible number of Standing Offer for a specified stream*). If an interview changes the Resource's ranking such that they are no longer the top ranked Resource, the new top ranked Resource will be interviewed. Should the same resource(s) be proposed by multiple Offerors, and Canada wishes to conduct interviews, the interview request will be sent in alphabetical order by the company name appearing on their Offer (i.e. numbered company, then A-Z). Only 1 interview will be held with the same resource proposed by more than one Offeror.

Failure of Resource(s) to attend the interview will result in the Offer being declared non-responsive. Any delay in the award of a Standing Offer to accommodate the Resource's availability to attend interviews will be at the entire discretion of the Standing Offer Authority.

- iv. **Extension of Time:** If additional time is required by the Offeror, the Standing Offer Authority may grant an extension in their sole discretion.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Each Offer will be reviewed to determine whether it meets the mandatory requirements of the RFSO. Any element of the RFSO that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Offers that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The mandatory evaluation criteria are described in Attachment 1 to Part 4, Technical Evaluation Criteria.

4.1.1.2 Point Rated Technical Criteria

Each Offer will be rated by assigning a score to the rated requirements, which are identified in the solicitation by the word "rated" or by reference to a score. Offerors who fail to submit complete Offers with all the information requested by this solicitation will be rated accordingly. The rated requirements are described in Attachment 1 to Part 4, Technical Evaluation Criteria.

4.1.2 Financial Evaluation

4.1.2.1 Financial Offer

For financial evaluation and Offeror selection purposes only, the Evaluated Financial Offer Price of a Resource will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.1.2.2 Median Rate Calculation and Financial Scoring

Stream 1

If 3 or more Resources are technically compliant the following median rate calculation will be applied. Should only 1 or 2 technically compliant Resources be received, the median rate calculation will not be applied.



The median rate will be calculated by arranging the Evaluated Financial Offer Price of each Resource, as outlined in Attachment 1 to Part 3, in order from lowest to highest. If there is an odd number of Offers the median rate will be the one that is directly in the middle. If there is an even number of Offers, the median rate will be calculated by adding the 2 middlemost Evaluated Financial Offer Prices and dividing them by 2.

After conducting the calculation of the technical score (out of 70) and price score (out of 30) as outlined in section 4.2 Basis of Selection, the following financial evaluation of the Resource's rate, as outlined in Table 1 and Table 2, will be performed.

Table 1:

% above the median rate	Point deductions from calculated pricing score
30% or more	Deduct 3 points from the score out of 30
28% or more to less than 30%	Deduct 2 points from the score out of 30
26% or more to less than 28%	Deduct 1 points from the score out of 30

Table 2:

% below the median rate	Point deductions from calculated pricing score
30% or more	Offer is set aside and given no further consideration
25% or more to less than 30%	Deduct 6 points from the score out of 30
21% or more to less than 25%	Deduct 5 points from the score out of 30
19% or more to less than 21%	Deduct 4 points from the score out of 30
17% or more to less than 19%	Deduct 3 points from the score out of 30
16% or more to less than 17%	Deduct 2 points from the score out of 30
15% or more to less than 16%	Deduct 1 points from the score out of 30

Streams 2 and 3

If 3 or more Resources are technically compliant the following median rate calculation will be applied. Should only 1 or 2 technically compliant Resources be received, the median rate calculation will not be applied

The median rate will be calculated by arranging the Evaluated Financial Offer Price of each Resource, as outlined in Attachment 1 to Part 3, in order from lowest to highest. If there is an odd number of Offers the median rate will be the one that is directly in the middle. If there is an even number of Offers, the median rate will be calculated by adding the 2 middlemost Offer prices and dividing them by 2.

After conducting the calculation of the technical score (out of 70) and price score (out of 30) as outlined in section 4.2 Basis of Selection, the following financial evaluation of the Resource's rate, as outlined in Table 1 and Table 2, will be performed.

Table 1:

% above the median rate	Point deductions from calculated pricing score
30% or more	Deduct 3 points from the score out of 30
28% or more to less than 30%	Deduct 2 points from the score out of 30
26% or more to less than 28%	Deduct 1 points from the score out of 30



Table 2:

% below the median rate	Point deductions from calculated pricing score
25% or more	Deduct 5 points from the score out of 30
24% or more to less than 25%	Deduct 4 points from the score out of 30
23% or more to less than 24%	Deduct 3 points from the score out of 30
22% or more to less than 23%	Deduct 2 points from the score out of 30
21% or more to less than 22%	Deduct 1 points from the score out of 30

4.2 Basis of Selection

Streams 1 to 3 - Highest Combined Rating of Technical Merit 70% and Price 30%

4.2.1 To be declared responsive, an Offer (Resource) must:

- a. comply with all the requirements of the RFSO;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
- d. Offers not meeting (a) or (b) or (c) above will be declared non-responsive.

4.2.2 The selection for each stream will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.

4.2.3 To establish the technical merit score, the overall technical score for each responsive Offer will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.

4.2.4 To establish the pricing score, each responsive Offer will be prorated against the lowest evaluated price and the ratio of 30 %.

4.2.5 For each responsive Offer, the technical merit score and the pricing score for the relevant stream will be added to determine its combined rating for that stream.

4.2.6 Neither the responsive Offer obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive Offers with the highest combined rating of technical merit and price for the given streams will be recommended for issuance of a Standing Offer.

4.2.7 The responsive Offers will be ranked in ascending order of **Highest Combined Rating of Technical Merit and Price** for each stream with the responsive Offer with the highest combined rating of merit and price being ranked first. The number of Offerors who will be recommended for a Standing Offer correlates to the identified number of Standing Offers that may be awarded per stream as identified in section 1.2 Summary, sub-section 1.2.2. In the event two or more responsive Offers have the same combined rating of technical merit and price, a Standing Offer will be awarded to each Offeror and would be considered as counting for only one Standing Offer in terms of the overall number of Offers awarded.

The table below illustrates an example where all three Offers are responsive for a given stream and the selection of the Offeror is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

	Offeror 1	Offeror 2	Offeror 3



Overall Score for All the Point Rated Technical Criteria		115/135	89/135	92/135
Evaluated Price of each Offer		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Score for the price	$45,000/55,000 \times 30 = 24.54$	$45,000/50,000 \times 30 = 27.00$	$45,000/45,000 \times 30 = 30.00$
Combined Score		84.17	73.15	77.7
Overall Ranking		First	Third	Second

4.2.2 Basis of Selection - Stream 4 - All Compliant Offers

An Offer must comply with the requirements of the solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive. All responsive Offers will be recommended for issuance of a standing offer.



ATTACHMENT 1 TO PART 4 - TECHNICAL EVALUATION CRITERIA

1.0 Instructions

If the Offeror is submitting an Offer for more than one (1) stream, for example Stream 1 and Stream 3, the same resource may be proposed for each stream but will be evaluated independently under each stream to ensure they meet the requirements of each stream.

1.1 References

For stream 4 the Offeror should submit the name and contact information (email and/or telephone number) of at least 2 client references for whom the Offeror has provided services.

2.0 Mandatory Technical Criteria

The Offer must meet the mandatory technical criteria specified below. The Offeror must provide the necessary information and documentation to clearly demonstrate compliance with these requirements. **Simply repeating the statement contained in the solicitation without supporting detail is not sufficient and does not demonstrate compliance.**

Any Offer which fails to meet the mandatory technical criteria will be declared non-responsive and will receive no further consideration. Each mandatory technical criterion should be addressed separately.

<u>Stream 1 – Executive Coaching (Director level and above)</u>			
Mandatory Technical Criteria			
#	Mandatory Technical Criteria	Offer Preparation Instructions	Cross-Reference to Proposal (where in the proposal the information can be found)
M1.1	The Offeror must demonstrate that the proposed resource (coach) is a certified coach in good standing by an accrediting body such as the International Coaching Federation.	To demonstrate compliance with this criterion, the Offeror must provide the name of the accrediting body and the year the accreditation was earned. A copy of the accreditation should be provided with the Offer but if not, it must be provided upon request by the Contracting Authority.	
M1.2	The Offeror must demonstrate that the proposed resource has a minimum 500 coaching hours, within the last 5 years, at the time of RFSO closing, coaching Director General (DG) and above employees in the public service or the equivalent level employee in the private sector.	To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following: i. The organization for whom the work was conducted ii. The level of the resource to whom the coaching was provided. (For example:	



		<p>Director General, Vice-President, Chief Operating Officer, Chief Executive Officer)</p> <p>iii. The start and end date of when the coaching was provided</p> <p>iv. The number of hours of coaching provided</p> <p>v. A description of the services provided</p> <p>The Offeror should submit the name and contact information (email and/or telephone number) of at least 2 client references for whom the proposed resource has provided these services. If not provided with the Offer, it must be provided upon request by the Contracting Authority.</p>	
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<u>Stream 2 – Individual or Group Coaching for Employees (includes career guidance and career transition)</u>			
Mandatory Technical Criteria			
#	Mandatory Technical Criteria	Offer Preparation Instructions	Cross-Reference to Proposal (where in the proposal the information can be found)
M2.1	The Offeror must demonstrate that the proposed resource (coach) is a certified coach in good standing by an accrediting body such as the International Coach Federation.	<p>To demonstrate compliance with this criterion, the Offeror must provide the name of the accrediting body and the year the accreditation was earned.</p> <p>A copy of the accreditation should be provided with the Offer but if not, it must be provided upon request by the Contracting Authority.</p>	
M2.2	<p>The Offeror must demonstrate that the proposed resource has a minimum of 500 hours of coaching, within the last 5 years at the time of RFSO closing, providing coaching services to Public or Private sector employees related to one or more of the following:</p> <ul style="list-style-type: none"> • improving particular skills • transitioning to a new role 	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <ul style="list-style-type: none"> i. The organization for whom the work was conducted ii. The start and end date of when the coaching was provided iii. The number of hours of coaching provided 	



	<ul style="list-style-type: none"> • dealing with complex issues • dealing with conflict • improving their impact and effectiveness as a subject matter expert • developing strategies to create a positive work environment • developing communication skills • enhancing collaboration and peer work • building self-awareness • provide guidance and support • identifying goals and aspirations • identifying interests and career fit • identifying skills improvement areas • establishing a development plan to achieve goals • assist employees navigate a career or role change • resume writing advice and guidance • interview techniques • develop networking skills • understanding the job search landscape including the digital platform • networking and maximizing relationships • and any other skills related to effective working 	<p>iv. A description of the services provided specific to the list of topics identified</p> <p>The Offeror should submit the name and contact information (email and/or telephone number) of at least 2 client references for whom the proposed resource has provided these services. If not provided with the Offer, it must be provided upon request by the Contracting Authority.</p>	
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<u>Stream 3A – Group Facilitation - Senior Resource</u>			
Mandatory Technical Criteria			
#	Mandatory Technical Criteria	Offer Preparation Instructions	Cross-Reference to Proposal (where in the proposal the information can be found)
M3A.1	The Offeror must demonstrate that the proposed resource has a minimum of 10 years of experience, in the last 20 years,	To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:	



	at the time of RFSO closing, designing and delivering facilitation sessions to group meetings or events.	<ul style="list-style-type: none"> i. The organization for whom the work was conducted ii. The start and end date of when the services were provided iii. A description of the services provided 	
M3A.2	The Offeror must demonstrate that the proposed resource has experience developing and facilitating a minimum of 10 virtual group sessions, in the last 3 years at the time of RFSO closing.	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <ul style="list-style-type: none"> i. The organization for whom the work was conducted ii. The start and end date of when the facilitation services were provided iii. The number of sessions provided iv. The platform on which the session was delivered <p>The Offeror should submit the name and contact information (email and/or telephone number) of at least 2 client references for whom the proposed resource has provided these services. If not provided with the Offer, it must be provided upon request by the Contracting Authority.</p>	

<u>Stream 3B - Group Facilitation - Intermediate Resource</u>			
Mandatory Technical Criteria			
#	Mandatory Technical Criteria	Offer Preparation Instructions	Cross-Reference to Proposal (where in the proposal the information can be found)
M3B.1	The Offeror must demonstrate that the proposed resource has a minimum of 5 years of experience, in the last 10 years at the time of RFSO closing, designing and delivering facilitation sessions for group meetings or events.	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <ul style="list-style-type: none"> i. The organization for whom the work was conducted ii. The start and end date of when 	



		<p>the coaching was provided</p> <p>iii. The number of hours of coaching provided</p> <p>iv. A description of the services provided specific to the list of topics identified</p>	
M3B.2	<p>The Offeror must demonstrate that the proposed resource has experience developing and facilitating a minimum of 5 virtual group sessions, in the last 3 years at the time of RFSO closing.</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <ul style="list-style-type: none"> i. The organization for whom the work was conducted ii. The start and end date of when the coaching was provided iii. The number of sessions provided iv. The platform on which the session was delivered <p>The Offeror should submit the name and contact information (email and/or telephone number) of at least 2 client references for whom the proposed resource has provided these services. If not provided with the Offer, it must be provided upon request by the Contracting Authority.</p>	

<u>Stream 4 – Assessment and Testing Services</u>			
Mandatory Technical Criteria			
#	Mandatory Technical Criteria	Offer Preparation Instructions	Cross-Reference to Proposal (where in the proposal the information can be found)
M4.1	<p>The Offeror must demonstrate that they have been administering one or more of the assessments listed below for a minimum of 5 years, at the time of RFSO closing.</p> <p>1. Personality and Work Style Assessments including but not limited to:</p> <ul style="list-style-type: none"> o Work Personality Index o Hogan Personality Inventory o Hogan Derailment Inventory 	<p>To demonstrate compliance with this criterion, the Offeror must submit a company profile outlining their experience in administering assessments.</p>	



	<ul style="list-style-type: none"> ○ Emotional Intelligence (EI) ○ OPQ ○ Enneagram ○ SDI (Strength Deployment Inventory) ○ Character-based leadership assessments ○ Other valid career development/aspiration/fit tools <p>2. Leadership Competency Assessments including but not limited to:</p> <ul style="list-style-type: none"> ○ Change Style Indicator ○ 360 Degree Feedback ○ Assessment centres ○ Structured Interviews ○ Government of Canada Key Leadership Competencies <p>3. Other assessments for development or selection</p> <ul style="list-style-type: none"> ○ In-basket assessments ○ Situational judgement tests ○ MS office assessment (including excel) ○ Behavioural competencies ○ Implicit Association Test ○ Tools to assess learning agility 		
<p>M4.2</p>	<p>The Offeror must demonstrate their general methodology* by which they determine that overall, their offered assessment(s) are valid and reliable with low adverse impact. To demonstrate this the Offeror must submit the following information:</p> <p>At least one of the following:</p> <ul style="list-style-type: none"> ○ Criterion validity ○ Predictive validity ○ Concurrent validity ○ Convergent validity ○ Or other relevant measure of instrument validity <p>AND</p> <p>At least one of the following:</p> <ul style="list-style-type: none"> ○ Test/retest reliability ○ Inter-rater reliability ○ Or other relevant measure of instrument reliability <p>AND</p> <p>At least one of the following:</p> <ul style="list-style-type: none"> ○ Any available adverse Impact data ○ Or describe how adverse impacts will be mitigated 		



	<p>*NOTE: For the purposes of this criterion, the Offeror does not need to submit this information for each individual assessment they administer but rather the overarching methodology they employ to determine the validity and reliability of the offered assessment(s).</p>		
<p>M4.3</p>	<p>The Offeror must at a minimum provide one or more of the following assessment(s) in one or both Official Languages (French and English):</p> <p>1. Personality and Work Style Assessments including but not limited to:</p> <ul style="list-style-type: none"> ○ Work Personality Index ○ Hogan Personality Inventory ○ Hogan Derailment Inventory ○ Emotional Intelligence (EI) ○ OPQ ○ Enneagram ○ SDI (Strength Deployment Inventory) ○ Character-based leadership assessments ○ Other valid career development/aspiration/fit tools <p>2. Leadership Competency Assessments including but not limited to:</p> <ul style="list-style-type: none"> ○ Change Style Indicator ○ 360 Degree Feedback ○ Assessment centres ○ Structured Interviews ○ Government of Canada Key Leadership Competencies <p>3. Other assessments for development or selection</p> <ul style="list-style-type: none"> ○ In-basket assessments ○ Situational judgement tests ○ MS office assessment (including excel) ○ Behavioural competencies ○ Implicit Association Test ○ Tools to assess learning agility 	<p>To demonstrate compliance with this requirement the Offeror must complete and attach with their Offer the table attached in Attachment 2 to Part 4.</p>	



4.1.1.2 Point Rated Technical Criteria

Offers which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below. The Offeror must provide the necessary documentation to clearly demonstrate compliance with these requirements. **Simply repeating the statement contained in the solicitation without supporting detail is not sufficient and does not demonstrate compliance.**

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

<u>Stream 1 – Executive Coaching (Director level and above)</u>				
Point Rated Technical Criteria				
#	Point Rated Technical Criteria	Offer Preparation Instructions	Point Allocation	Cross-Reference to Proposal (where in the proposal the information can be found)
R1.1	<p>The Offeror should demonstrate that the proposed resource has experience, in the last 3 years at the time of RFSO closing, providing coaching services to Director General level and above employees in the Federal Public Service*.</p> <p>*As defined under sections I to VI of the Financial Administration Act.</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <ul style="list-style-type: none"> i. The organization for whom the work was conducted ii. The level of the resource to whom the coaching was provided. (For example: Director General, Vice-President, President, Assistant Deputy Minister, Deputy Minister) iii. The start and end date of when the coaching was provided iv. number of hours of coaching provided v. A description of the services provided 	<p>0 hours to less than 20 hours = 0 points</p> <p>20 hours to less than 75 hours= 5 points</p> <p>75 hours to less than 100 hours = 10 points</p> <p>100 hours to less than 125 hours = 15 points</p> <p>125 or more hours = 20 points</p> <p>/20</p>	
R1.2	<p>The Offeror should demonstrate that the proposed resource has experience providing coaching to executives in a science-based organization.</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <ul style="list-style-type: none"> i. The organization for whom the work was conducted including a brief description of the organization’s mandate or main line of business to support that it’s a science-based organization. ii. The level of the resource to whom the coaching was 	<p>0 hours to less than 20 hours = 0 points</p> <p>20 hours to less than 75 hours = 2 points</p> <p>75 hours to less than 100 hours = 5 points</p> <p>100 hours to less than 125 hours = 8 points</p> <p>125 or more hours = 10 points</p>	



		provided. (For example: Director General, Vice-President, Chief Operating Officer, Chief Executive Officer) iii. The start and end date of when the coaching was provided iv. number of hours of coaching provided v. A description of the services provided	/10	
Maximum Points Available			30	
Score			/30	

<u>Stream 2 – Individual or Group Coaching for Employees (includes career guidance and career transition)</u>				
Point Rated Technical Criteria				
#	Point Rated Technical Criteria	Offer Preparation Instructions	Point Allocation	Cross-Reference to Proposal (where in the proposal the information can be found)
R2.1	The Offeror should demonstrate that the proposed resource has experience, in the last 3 years at the time of RFSO closing, providing coaching services to Director level and below employees in the Federal Public Service*. *As defined under sections I to VI of the Financial Administration Act.	To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following: i. The organization for whom the work was conducted ii. The start and end date of when the coaching was provided iii. The number of hours of coaching provided iv. A description of the services provided specific to the list of topics identified	0 hours to less than 20 hours = 0 points 20 hours to less than 75 hours = 5 points 75 hours to less than 100 hours = 10 points 100 hours to less than 125 hours = 15 points 125 or more hours = 20 points / 20	
R2.2	The Offeror should demonstrate that the proposed resource has experience providing coaching to non-executives in a science-based organization.	To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following: i. The organization for whom the work was conducted including a brief description of the organization's mandate or	0 hours to less than 20 hours = 0 points 20 hours to less than 75 hours = 2 points 75 hours to less than 100 hours = 5 points	



		<p>main line of business to support that it's a science-based organization.</p> <p>ii. The level of the resource to whom the coaching was provided.</p> <p>iii. The start and end date of when the coaching was provided</p> <p>iv. number of hours of coaching provided</p> <p>v. A description of the services provided</p>	<p>100 hours to less than 125 hours = 8 points</p> <p>125 or more hours = 10 points</p> <p>/10</p>	
Maximum Points Available			30	
Score			/30	

Stream 3A Group Facilitation - Senior Resource

Point Rated Technical Criteria

#	Point Rated Technical Criteria	Offer Preparation Instructions	Point Allocation	Cross-Reference to Proposal (where in the proposal the information can be found)
R3A.1	<p>The Offeror should demonstrate that the proposed resource has experience, in the last 5 years at the time of RFSO closing, designing and facilitating tailored sessions for the Federal Public Service*.</p> <p>*As defined under sections I to VI of the Financial Administration Act.</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <p>i. The organization for whom the work was conducted</p> <p>ii. The start and end date of when the services were provided</p> <p>iii. A brief description of the services provided including customizations made to tailor the session based on the needs of the client and their objectives for the specific session.</p>	<p>1-5 tailored sessions – 2 points</p> <p>6-9 tailored sessions – 5 points</p> <p>10-19 tailored sessions – 9 points</p> <p>20-29 tailored sessions – 12 points</p> <p>30+ tailored sessions – 15 points</p> <p>/15</p>	
R3A.2	<p>The Offeror should demonstrate that the proposed resource has experience, in the last 5 years at the time of RFSO closing, designing and facilitating</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <p>i. The organization for whom the work was conducted</p> <p>ii. The start and end date of</p>	<p>1-9 sessions – 1 point</p> <p>10-19 sessions – 2 points</p> <p>20+ sessions – 3 points</p> <p>/ 3</p>	



	sessions for Management (Team Leader and above, EX minus 1 and above; or private sector equivalent)	when the services were provided iii. The level of employee participating in the session. iv. A description of the services provided		
R3A.3	The Offeror should demonstrate that the proposed resource has experience, in the last 10 years at the time of RFSO closing, designing and facilitating sessions for a science-based organization	To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following: i. The organization for whom the work was conducted including a brief description of the organization's mandate or main line of business to support that it's a science-based organization. ii. The start and end date of when the coaching was provided iii. number of hours of coaching provided iv. A description of the services provided	1-10 sessions – 2 points 11-24 sessions – 5 points 25-36 sessions – 9 points 37-49 sessions – 12 points 50+ sessions – 15 points /15	
R3A.4	The Offeror should demonstrate that the proposed resource has experience, in the last 5 years at the time of RFSO closing, in designing and delivering sessions to promote team building and adapting to working in a remote or hybrid environment.	To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following: i. The organization for whom the work was conducted ii. The start and end date of when the sessions were provided iii. number of sessions provided iv. A description of the services provided specific to the criterion	1-9 sessions – 1 point 10-19 sessions – 2 points 20+ sessions – 3 points / 3	
Maximum Points Available			36	
Score			/36	



<u>Stream 3B Group Facilitation - Intermediate Resource</u>				
Point Rated Technical Criteria				
#	Point Rated Technical Criteria	Offer Preparation Instructions	Point Allocation	Cross-Reference to Proposal (where in the proposal the information can be found)
R3B.1	<p>The Offeror should demonstrate that the proposed resource has experience, in the last 5 years at the time of RFSO closing, designing and facilitating tailored sessions for the Federal Public Service*.</p> <p>*As defined under sections I to VI of the Financial Administration Act.</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <ul style="list-style-type: none"> i. The organization for whom the work was conducted ii. The start and end date of when the services were provided iii. A description of the services provided including customizations made to tailor the session based on the needs of the client and their objectives for the specific session. 	<p>1-3 tailored sessions – 2 points 4-7 tailored sessions – 5 points 8-13 tailored sessions – 9 points 14 - 19 tailored sessions – 12 points 20+ tailored sessions – 15 points</p> <p>/15</p>	
R3B.2	<p>The Offeror should demonstrate that the proposed resource has experience, in the last 10 years at the time of RFSO closing, designing and facilitating sessions for a science-based organization</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <ul style="list-style-type: none"> i. The organization for whom the work was conducted including a brief description of the organization’s mandate or main line of business to support that it’s a science-based organization. ii. The start and end date of when the coaching was provided iii. number of hours of coaching provided iv. A description of the services provided 	<p>1-7 sessions – 2 points 8-15 sessions – 5 points 16-24 sessions – 9 points 25-34 sessions – 12 points 35+ sessions – 15 points</p> <p>/15</p>	
R3B.3	<p>The Offeror should demonstrate that the proposed resource has experience, in the last 5 years at the time of RFSO</p>	<p>To demonstrate compliance with this criterion, the Offeror must at a minimum provide all of the following:</p> <ul style="list-style-type: none"> i. The organization for whom the 	<p>1-4 sessions – 1 point 5-9 sessions – 2 points 10+ sessions – 3 points</p>	



	closing, in designing and delivering sessions to promote team building and adapting to working in a remote or hybrid environment.	work was conducted ii. The start and end date of when the sessions were provided iii. number of sessions provided iv. A description of the services provided specific to the criterion	/ 3	
Maximum Points Available			33	
Score			/33	



ATTACHMENT 2 TO PART 4 – Stream 4 Response Table



Attachment 2 to
Part 4 - Stream 4 Res



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.3.1 Set-aside for Indigenous Business

Call-ups against the resulting standing offer may be set aside under the federal government's Procurement Strategy for Indigenous Business. For more information on Indigenous business



requirements of the Set-aside Program for Indigenous Business, consult [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Indigenous Business".

Offerors should also ensure that they are listed in the Indigenous Services Canada's [Indigenous Business Director](#). Additional information on becoming an Indigenous supplier can also be found at the same link.

1. The Offeror:

- i. certifies that it meets and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
- ii. agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
- iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

2. The Offeror must check the applicable box below:

- i. The Offeror is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

- ii. The Offeror is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.

3. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.

4. By submitting an Offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

5.3.2 Owner / Employee Certification -Set-aside for Indigenous Business

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner who is Indigenous:

- 1. I am an owner of _____ (*insert name of business*) and an Indigenous person, as defined in [Annex 9.4](#), of the *Supply Manual* entitled "Requirements for the Set-aside Program for Indigenous Business".
- 2. I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

Printed name of owner

Signature of owner

Date



5.3.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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.

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.

5.3.4 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its Offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual proposed by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

5.3.5 Status and Availability of Resources

The Offeror certifies that, should it be issued a Standing Offer as a result of the RFSO, 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 qualified in its Offer, the Offeror may propose a substitute with similar qualifications and experience and/or be acceptable to Canada. 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 their services in relation to the Work to be performed and to submit their résumé to Canada. The Offeror must, upon receiving a request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of their availability. Failure to comply with the request may result in the Offer declared non-responsive.

5.3.6 Certification of Language Requirements

By submitting an Offer, the Offeror certifies that, should it be awarded a Standing Offer as result of the bid solicitation, every individual proposed in its Offer will meet the language requirements outlined in Annex A, Statement of Work.

The CNSC may at any time, validate the resource's language proficiency.



5.3.7 Self-identification for providing accommodation to employees

While not a part of the evaluation process, we request that Offerors provide information on their capability to accommodate employees with physical, mental, emotional disorders and /or disabilities. This will assist the CNSC in determining which Offeror is able and best suited to accommodate an employee’s needs.

Description of Disability	Description of Accommodation (Equipment, Building, Facilities, Resources, Staff, experience, etc.)
Attention Disorders	
Chronic / Medical Disabilities	
Hearing Disabilities	
Learning Disabilities	
Mobility / Physical Disabilities	
Neurological Disorders	
Psychiatric / Psychological / Emotional Disabilities	
Speech and Language Disabilities	
Visual Conditions	
Stress / Anxiety Sensitivities	
Other	

5.3.8 Biography of Experience

Stream 1 – Executive Coaching

For this stream, the CNSC requests that Offerors provide a profile on their resource’s experience and area of expertise such as change management, difficult conversations, self-awareness, career transitions, level of resource to whom the services were provided, if they would accept providing coaching to employees aspiring to executive positions, the language in which the resource can provide the services (English and/or French), and any other information the Offeror would like to provide.

This will assist the CNSC in determining which Offeror is able to and best suited to an employee’s needs.

Note: This information will not be used as part of the evaluation process nor a factor in determining the awarding of the Standing Offers.

Stream 2 – Individual and Group Employee Coaching

For this stream, the CNSC requests that Offerors provide a profile on their resource’s experience and area of expertise such as change management, difficult conversations, self-awareness, career transitions, level of resource to whom the services were provided, the language in which the resource can provide the services (English and/or French), and any other information the Offeror would like to provide.

This will assist the CNSC in determining which Offeror is able to and best suited to an employee’s needs.

Note: This information will not be used as part of the evaluation process nor a factor in determining the awarding of the Standing Offers.

Stream 3A and 3B – Group Facilitation

For these streams, the CNSC requests that Offerors provide a profile on their resource’s experience and area of expertise and any other information the Offeror would like to provide.

This will assist the CNSC in determining which Offeror is able to and best suited to an employee’s needs.



Note: This information will not be used as part of the evaluation process nor a factor in determining the awarding of the Standing Offers.

5.3.9 Employment Equity Groups

As much as possible the CNSC tries to meet employee requests to receive services from resources who are from specific employment equity communities. With this goal in mind and if the Offeror's resources wish to disclose this information, the CNSC requests the Offeror to indicate to which employment equity group the resource(s) identify. The information provided will be used for the sole purpose of matching employees with resources from the requested community and will only be disclosed to those employees requesting a specific resource.

Note: This information will not be used as part of the evaluation process nor a factor in determining the awarding of the Standing Offers.

5.3.10 Stream 4 – Assessment

The CNSC may request of the Offeror information to demonstrate the validity and reliability of any of the assessments. Requested information may include the following:

- Criterion validity
- Predictive validity
- Concurrent validity
- Convergent validity
- Or other relevant measure of instrument validity
- Test/retest reliability
- Inter-rater reliability
- Or other relevant measure of instrument reliability
- Any available adverse Impact data
- Or describe how adverse impacts will be mitigated

5.4 Certifications

By submitting an Offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

Signature of Offeror's Authorized Representative

Date



Attachment 1 to Part 5 - Resource Consent Form

I, _____, (*insert resource name*) herein certify that I am aware, have reviewed the responses to the technical criteria and confirm the information is accurate and I have given consent to _____ (*insert Company's name*), to submit my name in response to the Request for Standing Offer no. 5000049085 – Stream _____ (*insert stream number*).

Signature

Date



PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

6.1.1 For Streams 1 to 3, before award of an Offer the following conditions must be met. For Stream 4, before award of a call-up, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

6.1.2 Offerors are reminded to obtain the required security clearance promptly. Any delay in the award of an Offer and/or call-up to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

6.1.3 For additional information on security requirements, Offerors should refer to the <https://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.

6.1.4 In the case of a joint venture Offeror, each member of the joint venture must meet the security requirements.

6.1.5 Canada may, at any time, request that an Offeror, its subcontractors or its resources provide consent to a criminal record verification within a specified time period. Failure to provide such consent within the time period provided will result in the Offer being declared non-responsive

6.1.6 In addition to the verification of security clearances, Canada may require the Offeror and/or its employees and/or subcontractor(s) performing the contract work to obtain fingerprints for criminal record checks. The Offeror and/or its employees and/or subcontractor(s) hereby agree to release any information required by Canada and to obtain their fingerprints by presenting themselves at any of the Commissionaires offices across Canada. Failure to provide the above information will constitute grounds for Canada not to award the contract to the Offeror.

6.1.7 The CNSC reserves the right to reject any Offer following its review of the results of the security clearance verification process.

6.2 Insurance Requirements

The Offeror is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Offeror is at its own expense and for its own benefit and protection. It does not release the Offeror from or reduce its liability under the Offer.



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

The Security Requirement Check List (SRCL), as set out under Annex C and related clauses set out below apply to the Standing Offer.

1. The Offeror and/or its personnel requiring access to Protected A and/or B information, assets or sensitive work site must at all times during the performance of the standing offer, maintain a valid RELIABILITY STATUS granted by Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC), Canadian Nuclear Safety Commission or another Federal Departments.
2. The Offeror and/or its personnel MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s).
3. The Offeror must, at all times during the performance of the standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Canadian Nuclear Safety Commission.
5. The Offeror must comply with the provisions of the Security Requirement Check List attached to this Contract as Annex C.

Note:

- a. CNSC may, at any time; request that a Offeror, its subcontractors or resources consent to a Criminal Record Verification within a specified time period.
- b. The CNSC performs a criminal record name check (CRNC) on all resources who require access to the CNSC facilities for the performance of their work. The Offeror hereby agrees to release any information required by the CNSC in order for it to complete a verification of the resource's CRNC. Failure to provide such information may constitute grounds for Canada to terminate the contract.
- c. The CNSC reserves the right to reject any resource following its review of the results of the CRNC verification.
- d. The Offeror's resource(s) is responsible to return to the CNSC security officer (or other designated person) any building access cards issued under this standing offer. If such cards are not returned to the appropriate authority, the CNSC reserves the right to deduct from the Offeror's final invoice an amount sufficient to offset the CNSC's costs to replace any such cards.

7.3 Standard Clauses and Conditions

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



7.3.1 General Conditions

2005 (2022-01-28) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of the Standing Offer to two years from the date of the Standing Offer (*dates will be inserted upon award of the Standing Offer*).

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 three (3) one (1) year options under the same conditions and at the rates or prices 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 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: (*to be inserted at Offer award*)

Name: _____

Title: _____

Public Works and Government Services Canada
Acquisitions Branch

Directorate: _____

Address: _____

Telephone: ____ - ____ - ____

E-mail address: _____

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is: (*to be inserted at Offer award*)



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

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

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

7.5.3 Offeror's Representative

The Offeror has identified the following person(s) as being responsible for administrative matters relating to this Standing Offers and any call-ups. The Offeror confirms that these individuals have the authority to represent them. The Offeror is responsible for ensuring the accuracy of the Offeror's Representative's contact information and for informing the Standing Offer Authority of any changes.

The Offeror's Representative for the Standing Offer is: *(to be inserted at Offer award)*

Name:
Organization:
Address:
Telephone:
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 Offeror 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.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer include the procurement and contracting officers under the Contract Management Services unit.

7.8 Call-up Procedures

7.8.1 Identification of Offeror

For the purposes of this Standing Offer, only the Standing Offer Authority or its representative is authorized to designate the Offeror that will provide the services based on the following factors and call-up procedures.

7.8.2 Considerations for Designation of Services

An Offeror will be chosen and Work will be allocated based on the considerations below which are listed in no particular order. Any one or combination of these considerations may factor into the allocation of Work to Offerors.

- i. Offeror or resource performance



- ii. Employee accommodation needs
- iii. Employee preference
- iv. Best fit with employee
- v. Area of expertise / experience of the resource
- vi. Availability of the resource
- vii. Language profile of the resource
- viii. Offeror ability to perform large volume of assessments
- ix. Validity of assessments
- x. Price
- xi. Government of Canada Socio-economic considerations.

7.8.3 Allocation of Work

Allocation of Work to the Offeror shall be made in accordance with procedures outlined below.

Call-ups for Work against this Standing Offer will be processed as follows:

Streams 1 to 3:

- i. If the need arises, the CNSC will contact the chosen Offeror via e-mail and provide a brief description of the Work to be performed. Information will include:
 - a. the details of the services to be performed.
 - b. a schedule indicating anticipated timelines for delivery of the Work.
- ii. If the Offeror is unable to perform the requested Work due to unavailability, the Offeror must notify the CNSC, in writing via email, within the timeline identified in the email with the description and timelines of the Work to be performed. This process will then be repeated with the next chosen Offeror until such time as an Offeror capable of fulfilling the requirement is found. Should no Offeror be able to provide the Work requested, Canada reserves the right to procure the specified Work by other arrangements.
- iii. If the Offeror accepts the Work, the Offeror must notify the CNSC, in writing via email, within the timeline identified in the email with the services description and timelines.
- iv. If the Offeror confirms that it is accepting the Work, the Offeror will submit to the CNSC, a proposal that includes:
 - a. a written confirmation of the estimated level of effort;
 - b. any other pertinent information.
- v. The CNSC will then prepare the call-up form and once approved send it to the Offeror.

Stream 4:

- i. If the need arises, the CNSC will contact the chosen Offeror via e-mail and provide a brief description of the Work to be performed. Information will include:
 - a. the type of assessment that needs to be performed and if feedback sessions are required;
 - b. a schedule indicating anticipated timelines for delivery of the Work;
- ii. If the Offeror is unable to perform the requested Work due to unavailability, the Offeror must notify the CNSC, in writing via email, within the timeline identified in the email with the description and timelines of the Work to be performed. This process will then be repeated with the next chosen Offeror until such time as an Offeror capable of fulfilling the requirement is found. Should



no Offeror be able to provide the Work requested, Canada reserves the right to procure the specified Work by other arrangements.

- iii. If the Offeror accepts the Work, the Offeror must notify the CNSC, in writing via email, within the timeline identified in the email with the description and timelines of the Work description.
- iv. If the Offeror confirms that it is accepting the Work, the CNSC will issue a call-up for the Offeror to perform the assessment. Upon completion of the assessment, the Offeror will submit to the CNSC:
 - a. the results of the assessment(s);
 - b. including group comparative or distribution results (if requested)
 - c. Feedback Sessions (if requested)
 - d. Group debrief session (if requested)
 - e. Summary reports or presentations (if requested)

7.9 Call-up Instrument

The Work will be authorized or confirmed by the CNSC using the duly completed form identified in paragraph 2 below.

1. Call-ups must be made by CNSC authorized representatives under the Standing Offer and must be for services in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. A Call-Up Against a Standing Offer (942) form will be used to acquire the services. The form will be sent to the Offeror from the CNSC's contracting and procurement representative.

7.10 Priority of Documents

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

- a. the call up against the Standing Offer, including any annexes;
- b. the articles of the Standing Offer;
- c. the general conditions 2005 (2022-01-28), General Conditions - Standing Offers - Goods or Services
- d. the general conditions 2010B (2022-01-28) Professional services (medium complexity);
- e. Annex A, Statement of Work;
- f. Annex B, Basis of Payment;
- g. Annex C, Security Requirements Check List;
- h. the Offeror's offer dated _____ (*to be inserted at Offer award*), as clarified on _____ or as amended on _____ (*to be inserted at Offer award, if applicable*)

7.11 Certifications and Additional Information

7.11.1 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.

7.11.2 Status of Availability of Resources – Standing Offer – Stream 3

If for reasons beyond its control, the Offeror is unable to provide the services of an individual qualified under the Offer, the Offeror may, at the sole discretion of the CNSC, 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 is unable to provide a substitute with similar qualifications and experience, Canada may set aside the Standing Offer.

7.12 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. *(may be revised depending on whether or not the Offeror identifies a different province. Only a Canadian province will be accepted)*

7.13 Cancellation of a resulting call-up

CNSC may cancel a call-up at any time, prior to work being performed, without charge from the Offeror. Where possible, the CNSC will provide advance notice to the Offeror but is under no obligation to do so.

7.14 Performance Management

7.14.1 Performance Monitoring and Measuring

The CNSC, through the HR Representative, CNSC Contracting Representative and/or feedback from employees, may monitor the performance of the Offeror and their resource(s) with the goal of developing and maintain open communication with the Offeror to ensure that the CNSC is receiving best value for the service. It will also provide the Offeror with an opportunity to communicate any concerns or challenges and provide feedback to the CNSC as well as any other information they wish to provide.

The CNSC may use a variety of methods to observe performance including but not limited to:

- i. Response times to requests
- ii. Feedback from employees
- iii. Results of the services

The CNSC may be measuring, but not limited to, the following:

- a) Offeror cancelling services in whole or in part
- b) Offeror resource turnover rates
- c) Offeror's resource professionalism

Note: If performance issues are not addressed or resolved, the CNSC may terminate an Offeror's Standing Offer.



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 (2022-01-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract with the following modification.

Section 27 Conflict of Interest and Values and Ethics Codes for the Public Service

Delete: in its entirety

Insert:

- i. The contractor acknowledges that individuals who are subject to the provisions of the *Conflict of Interest Act* (S.C. 2006, c. 9, s. 2) the *Conflict of Interest Code for Members of the House of Commons*, the *Values and Ethics Code for the Public Sector*, the *Treasury Board Policy on Conflict of Interest and Post- Employment*, the *CNSC Values and Ethics Code*, the *CNSC Conflict of Interest and Post-Employment Policy*, the *CNSC Directive on Reporting and Managing Financial Conflicts of Interest* and/or all other codes of conduct applicable within specific federal organizations cannot derive any direct benefit resulting from the contract.
- ii. Contractors, subcontractors, or any of their respective employees working full-time on CNSC premises must comply with the *Values and Ethics Code for the Public Sector*, the *Treasury Board Policy on Conflict of Interest and Post- Employment*, the *CNSC Values and Ethics Code*, the *CNSC Conflict of Interest and Post-Employment Policy* and the *CNSC Directive on Reporting and Managing Financial Conflicts of Interest*.
- iii. Post-employment procedures apply to individuals who have left the public sector.
- iv. The *CNSC Values and Ethics Code*, *CNSC Conflict of Interest and Post-Employment Policy* and the *CNSC Directive on Reporting and Managing Financial Conflicts of Interest* can be found at <http://www.nuclearsafety.gc.ca/eng/about-us/values-and-ethics/index.cfm>

7.2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract

4008 (2008-12-12) Personal Information

4013 (2022-06-20) Compliant with on-site measures, standing orders, policies and rules



7.3 Security Requirement

The Security Requirement Check List (SRCL), as set out under Annex C and related clauses set out below apply to the Standing Offer.

1. The Contractor and/or its personnel requiring access to Protected A and/or B information, assets or sensitive work site must at all times during the performance of the contract, maintain a valid RELIABILITY STATUS granted by Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC), Canadian Nuclear Safety Commission or another Federal Departments.
2. The Contractor and/or its personnel MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s).
3. The Contractor must, at all times during the performance of the contract, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Canadian Nuclear Safety Commission.
5. The Contractor must comply with the provisions of the Security Requirement Check List attached to this Contract as Annex C.

Note:

- a. CNSC may, at any time; request that a Contractor, its subcontractors or resources consent to a Criminal Record Verification within a specified time period.
- b. The CNSC performs a criminal record name check (CRNC) on all resources who require access to the CNSC facilities for the performance of their work. The Contractor hereby agrees to release any information required by the CNSC in order for it to complete a verification of the resource's CRNC. Failure to provide such information may constitute grounds for Canada to terminate the contract.
- c. The CNSC reserves the right to reject any resource following its review of the results of the CRNC verification.
- d. The Contractor's resource(s) is responsible to return to the CNSC security officer (or other designated person) any building access cards issued under this Contract. If such cards are not returned to the appropriate authority, the CNSC reserves the right to deduct from the Contractor's final invoice an amount sufficient to offset the CNSC's costs to replace any such cards.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is for the period identified in the individual call-up against the Standing Offer and any subsequent amendments.

7.4.2 Delivery Date

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

7.5 Proactive Disclosure of Contracts with Former Public Servants

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



7.6 Payment

7.6.1 Basis of Payment

7.6.1.1 Basis of Payment for coaching and facilitation services

The Contractor will be paid firm hourly rates, in accordance with Annex B, Basis of Payment, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra

7.6.1.2 Basis of Payment for assessment services

For the assessment services and in consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price per assessment in accordance with Annex B, Basis of Payment. Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

For feedback sessions related to the assessments, The Contractor will be paid firm hourly rates, in accordance with Annex B, Basis of Payment, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra

7.6.2 Method of Payment

7.6.2.1 Coaching and facilitation Services - Monthly Payments

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

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

7.6.2.2 Assessments

Assessments and Feedback Sessions - Single or Monthly Payments

Single Payment

For the assessments Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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



Monthly Payments

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

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

7.6.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed the amount identified in the call-up. 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.

7.6.4 Electronic Payment of Invoices - Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

- a. Direct Deposit (Domestic and International);

NOTE: Payment by credit card must not be accepted unless otherwise notified in writing by the Standing Offer Authority that payment by credit card is an acceptable method of payment.

7.7 Time Verification

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

7.8 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the information required in Section 12 - Invoice Submission, of General Conditions [2010B](#) (2022-01-28), General Conditions - Professional Services (Medium Complexity).



- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision as well as the applicable taxes, and must show the applicable Task Authorization number or the invoice will be rejected and sent for correction,
- c. 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.
- d. The Contractor must email invoices to finance@cnsccsn.gc.ca
- e. The last and final invoice under the TA should be marked "final invoice".
- f. If applicable, payment of the final invoice will not be processed until all equipment and/or information has been returned to the CNSC.

7.9 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario (may be revised depending on Offeror response).

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 Articles of Agreement;
- b. the supplemental general conditions:
 - [4008](#) (2008-12-12) Personal Information
 - [4013](#) (2022-06-20) Compliant with on-site measures, standing orders, policies and rules
- c. the general conditions [2010B](#) (2022-01-28), General Conditions - Professional Services (Medium Complexity);
- d. Annex A, Statement of Work;
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirements Check List;
- g. the Offeror's proposal.

7.12 Foreign Nationals (Canadian Contractor)

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

7.13 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](#)".

7.14 Representations and Warranties

The Contractor made statements regarding its own and its proposed resources experience and expertise in its Offer that resulted in the award of the call-up. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the call-up. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the call-up Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the call-up, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.15 Government Property

Government Property must be used only for the purpose of performing the call-up.

7.16 No Responsibility to Pay for Work not performed due to Closure of Government Offices or Network Outages

- a. If applicable, where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the call-up and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- b. If, as a result of any strike, lock-out or network outage, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises or its network and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises or network.



ANNEX "A"

STATEMENT OF WORK

1. TITLE

Coaching, facilitation, assessment and career services for Canadian Nuclear Safety Commission (CNSC).

2. OBJECTIVE

The CNSC strives to be a world-class regulator – modern, trusted, effective, global. As part of our ongoing commitment to build a competent and agile workforce, the CNSC offers both individual and group coaching as well as career guidance coaching and workshops in support of employee development.

3. BACKGROUND

The CNSC is the nuclear energy and materials regulator in Canada. The mission of CNSC is to regulate the use of nuclear energy and materials to protect health, safety, security, and the environment; and to respect Canada's international commitments on the peaceful use of nuclear energy. Nuclear activities are carefully regulated to ensure their safe operation.

In addition to nuclear power plants and nuclear research facilities, the CNSC regulates numerous other uses of nuclear material. Some examples include radioisotopes used in the treatment of cancer, the operation of uranium mines and refineries, and the use of radioactive sources for oil exploration and in instruments such as precipitation measurement devices.

As the federal regulator, the CNSC executes licensing decisions made by the Commission (or its designates) and continually monitors licensees to ensure they comply with safety requirements that protect workers, the public, and the environment, and uphold Canada's international commitments on the peaceful use of nuclear energy. The CNSC also offers instruction, assistance, and information in the form of regulatory documents, such as policies, standards, guides, and notices. Licensee compliance is verified through inspections and reports.

The CNSC values and is committed to the ongoing development of a professional, competent, versatile and motivated workforce to help fulfill our mission to:

- regulate the development, production and use of nuclear energy in Canada to protect health, safety and the environment
- regulate the production, possession, use and transport of nuclear substances, and the production, possession and use of prescribed equipment and prescribed information
- implement measures respecting international control of the development, production, transport and use of nuclear energy and substances, including measures respecting the non-proliferation of nuclear weapons and nuclear explosive devices
- disseminates scientific, technical and regulatory information concerning the activities of CNSC, and the effects on the environment, on the health and safety of persons, of the development, production, possession, transport and use of nuclear substances

Having a competent and agile workforce supported by modern management is essential to the CNSC effectively achieving its mandate. Tailored coaching and career guidance is critical to supporting the development of both individuals and groups.



4. SCOPE OF WORK

The Offeror must provide at least one of the following to CNSC employees:

- Stream 1: Executive coaching
- Stream 2: Individual employee and group coaching, including career development and transition coaching
- Stream 3: Group facilitation
- Stream 4: Testing and assessment services.

The CNSC Key Behavioural Competencies (KBC) are outlined in Appendix 1 to Annex A and the Government of Canada Key Leadership Competency profile is outlined in Appendix 2 to Annex A.

Stream 1: Executive Coaching (Director level and above)

The coaching may include development coaching or coaching to address or solve specific issues or challenges and may cover, but is not limited to the following:

- improving particular skills
- ongoing approach for improving leadership abilities
- transitioning to a new role
- dealing with complex issues
- developing different leadership styles
- developing their own coaching abilities for direct reports
- dealing with conflict
- improving their impact and effectiveness as a leader
- understanding and navigating organization structure
- developing strategies to create a positive work environment
- developing change management skills
- developing communication skills
- promoting group cohesion and collaboration
- building self-awareness
- leading in a remote work environment
- DE&I in leadership

Note: may include coaching to employees who are aspiring to move to the executive level

Stream 2: Individual and Group Coaching (including career guidance and transition coaching):

The coaching may include development coaching or coaching to address or solve specific issues or challenges and may cover, but is not limited to the following:

- improving particular skills
- transitioning to a new role
- dealing with complex issues
- dealing with conflict
- improving their impact and effectiveness as a subject matter expert
- developing strategies to create a positive work environment
- developing communication skills
- enhancing collaboration and peer work
- building self-awareness
- provide guidance and support
- identifying goals and aspirations
- identifying interests and career fit



- identifying skills improvement areas
- establishing a development plan to achieve goals
- assist employees navigate a career or role change
- resume writing advice and guidance
- interview techniques
- develop networking skills
- understanding the job search landscape including the digital platform
- networking and maximizing relationships

Stream 3: Group Facilitation:

Group facilitation may include delivering sessions to a group of executives and/or employees. The sessions may cover, but are not limited to the following:

- breaking down silos and improving collaboration
- building team cohesion and camaraderie
- knowledge sharing
- identifying accountabilities
- resolving problems
- learning to work as a team
- developing communication skills
- developing a team plan to achieve a goal
- working together in a remote work environment

Stream 4: Testing and Assessments:

Psychometric testing and leadership development assessments are intended to inform and identify a number of factors such as skills, competencies, personality traits, aptitude, behaviours and cognitive ability. The tests and assessments may be used to provide individuals with information about themselves and career suitability, used as part of a staffing process, used as the basis to determine areas of individual coaching or to identify to the organization potential candidates for leadership development.

The Offeror must provide valid, reliable assessment tools with low adverse impact.

Examples of these tests and assessments include but are not limited to:

- Personality, and Work Style
 - Myers-Briggs Type Indicator® (MBTI®)
 - Hogan Personality Inventory
 - Emotional Intelligence (EI)
 - Enneagram
 - SDI (Strength Deployment Inventory)
 - Character-based leadership assessments
 - Other career / development / aspirational / fit tools
- Leadership Competency Assessments mapped to the Federal Public Service Key Leadership Competencies for development and selection:
 - 360 Degree Feedback Simulations
 - Assessment centres
 - Structured interviews
 - Structured reference checks (up to 360 degree)
- Other Assessments for Development or Selection
 - In-basket assessments



- MS office assessment (including excel)
- Behavioural competencies
- Implicit Association Test
- Situational Judgement Test(s)
- Tools to assess learning agility

5. TASKS

5.1 Stream 1 - Executive Coaching (Director level and above)

(Coaching could entail specific individual needs or coaching related to specific organizational situations.)

Tasks may include, but are not limited to:

- Analyze results of assessment and/or tests to determine scope of the coaching
- Observe the coachee in their daily work to identify strengths, weaknesses, blind spots or to gain a better understanding of their work environment, interactions and context
- Establish coaching objectives through discussion with the coachee and agreed upon by all parties (coach, coachee, learning specialist and supervisor).
- Develop a coaching plan, where applicable, that includes at a minimum:
 - the focus of the coaching
 - the expected results
 - the steps and/or method to achieve the results
- Attend coaching meetings
- Follow-up note from coach to coachee following each coaching meeting to guide reflection and action between meetings.
- Provide guidance to the coachee so that they can share feedback with their supervisor mid-way and at end of sessions, with the goal to discuss support, challenges, opportunities, etc.
- Conduct short telephone and email conversations as required between sessions.
- Provide observations and practice exercises linked to coachee current responsibilities.
- Conduct closure meeting to review outcomes of the coaching program and provide guidance for on-going development post-coaching

5.2 Stream 2 – Individual and Group coaching for employees

(Coaching could entail specific individual/group needs or coaching related to specific organizational situations.)

Tasks may include, but are not limited to:

- Analyze results of assessment and/or tests to determine scope of the coaching
- Observe the coachee(s) in their daily work to identify strengths, weaknesses, blind spots or to gain a better understanding of their work environment, interactions and context
- Establish coaching objectives through discussion with the coachee(s) and agreed upon by all parties (coach, coachee(s), learning specialist and supervisor).
- Develop a coaching plan, where applicable, that includes at a minimum:
 - the focus of the coaching
 - the expected results
 - the steps and/or method to achieve the results
- Attend coaching meetings
- Follow-up note from coach to coachee(s) following each coaching meeting to guide reflection and action between meetings.
- Provide guidance to the coachee(s) so that they can share feedback with their supervisor mid-way and at end of sessions, with the goal to discuss support, challenges, opportunities, etc.
- Conduct short telephone and email conversations as required between sessions.



- Provide observations and practice exercises linked to coachee(s) current responsibilities.
- Conduct closure meeting to review outcomes of the coaching program and provide guidance for on-going development post-coaching
- Identify preferences, skills, strengths and gaps.
- Identify communication style and problem-solving abilities.
- Maximize skills & tools when working with others.
- Draft a development plan to address gaps

Providing individual guidance and coaching to manage change and career transition where participants can:

- Describe the nature and concept of the change process and its components.
- Identify challenges and opportunities related to the change.
- Identify their strengths and weaknesses.
- Recognize how their skills, interests, and values align with opportunities.
- Apply practical strategies to explore/define career choices.
- Achieve clarity and focus in managing change from start-up to follow-through.
- Identify obstacles and solutions.
- Set goals and action.
- Deal with setbacks.

Providing Interview guidance covering the following topics

- Keys of a successful interview – portray confidence, communication and content.
- How to conclude a strong interview.
- How to avoid mistakes and recover from mistakes.
- The employer`s perspective going into an interview.
- What it means to build one`s personal brand,
- How to articulate your value proposition for maximum effectiveness.
- How to prepare for an interview
- Exploring the benefits of practice role-play for interview prep.
- Discuss main obstacles, weaknesses, and limiting factors that affect candidates
- Provide thoughtful responses to questions.
- Speaking clearly and concise on the spot.
- Have an opportunity to rehearse your best lines.
- Know what behavioural interviews require of you.
- Know what questions to ask those that are interviewing you.
- Follow up after your interview.
- How to use feedback following an interview.

Providing career planning and networking guidance covering the following:

- Understanding the importance of setting short, medium and long-term career goals.
- An awareness of the key pillars of Career Management
- Navigating the key moments and milestones of one`s career.
- Strategic use of a mentor to help navigate one`s career.
- Understanding your options and how to assess and re-assess your best professional fit as your career progresses, based on talents, passions and career ecosystem.
- Making choices around your personal and professional needs.
- Aligning your professional strengths with the choices you make.
- Uncover the myths and truths of a personal brand.
- Determine your unique value proposition and get your personal brand working for you.
- Ensuring your brand is authentic and relevant to your goals, talents, passions and career.
- How, where and when to network
- Why networking and maintaining relationships are important to your career
- How to use your network for career development?



5.3 Stream 3– Group facilitation

Provide facilitation sessions that may include, but are not limited to:

- Increased self-awareness, recognition of, and growth opportunities of one`s unique blend of skills, strengths, key behaviours, and qualities.
- Understanding other working/communication style differences and the value of other working/communication style differences.
- Understanding which patterns are effective and which aren`t and why (i.e. awareness of “blind spots”, weaknesses and pressure points).
- Determine strategies to enhance more collaborative and supportive relationships.
- Explore similarities and differences among personality types/styles – including communication and interpersonal styles.
- Explore strategies and tools to resolve differences and improve team relationships.
- Team discussion and takeaway.
- Exploring how to work together in a remote/hybrid environment

Tasks for facilitation may include, but are not limited to:

- Attend a start-up meeting and update and planning meetings
- Design and prepare session:
 - Design the material based on the focus of session
 - review background materials applicable to the topic of the session
 - have preliminary discussions with client on direction, approach and proposed delivery of the facilitated session
 - Submit to CNSC all developed material prior to the session
- Deliver and facilitate the session
 - facilitate progression through the agenda by introducing agenda items, managing the discussions, providing challenges where appropriate, and summarizing key points, decisions and next steps;
 - facilitate plenary discussions and small group discussions; and
 - adapt, as required, to respond to the discussion environment and to achieve the session objectives.
 - provide all logistical support for the facilitated discussion and workshops (such as managing breakout rooms, managing own presentation and anything else required).

5.4 Stream 4 – Assessments

Provide assessment services may include but are not limited to:

- Administer assessments
- Analyze and document results
- Provide findings through feedback sessions to individuals and groups
- Provide findings through presentations (if requested)
- Draft summary reports to consolidate results of group assessments (if requested)

Psychometric tests and leadership development assessments may include but not limited to:

- Career guidance - Evaluation of employees` skills, preferences and or/interests
- Team Building – Evaluation of employees` working/communication styles360 Feedback evaluation for leadership development and/or emotional intelligence
- Leadership competency assessments
- Personal Coaching Styles Inventory
- Learning Styles Inventory
- Standardized Personality assessments
- Change Style inventory



Note 1: To verify that the Offeror's assessment meets the need of what the CNSC is assessing the Offeror may be required to provide a demonstration (eg. assessment interface, questionnaires, materials) of the assessment prior to CNSC issuing a call-up for the services.

Note 2: Depending on the assessment required for staffing processes, CNSC may provide the Offeror with specific scenarios to include in the assessment at no extra charge to the CNSC. Examples of where this may occur include but are not limited to an in-basket assessment, judgement, or leadership competencies.

6. SYSTEM REQUIREMENTS – STREAM 4

For stream 4 and depending on the nature of the information, contractors may need to demonstrate that their IT System or SaaS offering meets PIPEDA and Government of Canada's security policies and standards including but not limited to data residency; encryption of data at rest and in transit; identification, authentication and authorization; event logging and monitoring; personnel screening; physical security. A security questionnaire will be used to conduct a risk assessment. Recognized 3rd party certifications such as SOC and ISO27001 will be leveraged during the assessment.

6.1 Protection and Security of Data Stored in Databases:

- a) The Contractor must ensure that all the databases containing any information related to the Work are located in Canada.
- b) The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).
- c) The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases and otherwise meet the requirements of this article.
- d) The Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

6.2 Privacy

- a) The supplier will be responsible for adhering to the requirements of the Personal Information Protection and Electronic Documents Act (PIPEDA).
- b) A privacy statement supplied by the CNSC must be prominently displayed on the page(s) where personal information is collected.

7. DELIVERABLES

The Offeror may be required to deliver, but not limited to, the following:

Stream 1 – Executive Coaching (Director level and above)

- Coaching Plan
- Delivery of coaching services according to plan
- Post coaching feedback summary (did the coachee(s) find the coaching effective)

Stream 2 – Individual and Group Coaching for Employees

- Coaching Plan



- Delivery of coaching services according to plan
- Post coaching feedback summary (did the coachee(s) find the coaching effective)

Stream 3 – Group Facilitation

- Session Plan
- Design of session
- Facilitation of group session according to plan
- Presentation Material in English, French or bilingual (depending on the session)
- Post facilitation feedback summary (did the group find the coaching/session effective?)

Stream 4 – Assessments

- Documented process and outcome for the assessment
- Assessment findings shared with the employee(s) and follow up reports as applicable
- Feedback sessions

8. STANDARDS AND PRINCIPLES OF COACHING

All coaches are expected to adhere to international coaching standards.

Adherence to the International Coach Federation Code of Ethics includes:

- Demonstrating ethical behavior in all interactions with CNSC staff including the identification of personal issues or conflicts that may impair or interfere with the ability to perform the coaching function
- Accurately identifying coaching qualifications, expertise, experience, training, certifications and credentials.
- Conducting and reporting research with competence, and within recognized scientific standards and applicable subject guidelines
- Maintaining the strictest levels of confidentiality with all coaches
- Having a clear agreement about how coaching information will be exchanged among coach, client and sponsor.
- Maintaining, storing and disposing of any records, including electronic files and communications, created during coaching engagements in a manner that promotes confidentiality, security and privacy and complies with government of Canada directives and policy.

9. LANGUAGE OF WORK

Services will be rendered in English, French or in both official languages depending on the preference of the employee/group.

Stream 1 – Individual Coaching for Executives

Services will be rendered in English, French or in both official languages depending on the preference of the employee/group. The resource must be able to perform the services in English or French or both.

Stream 2 - Individual and Group Coaching for Employees

Services will be rendered in English, French or in both official languages depending on the preference of the employee/group. The resource must be able to perform the services in English or French or both.



Stream 3 - Group Facilitation

The sessions will be in English or French or both so the Offeror must be able to provide bilingual services, whether through a bilingual resource or if the Resource isn't bilingual, the Resource would be responsible for bringing someone in that can translate the conversation at no additional charge

Stream 4 – Assessments

The assessments and feedback sessions will be rendered in English or French or in both official languages depending on the preference of the employee. The Offeror must identify if their assessments are available in English or French or both, and in what language they can provide the feedback sessions when required.

When conducting assessments for groups of employees or staffing processes, the CNSC will only select assessments that are available in both English and French to ensure that the same assessment is administered depending on the language of preference of the employee or candidate.

10. COMMUNICATION

Spoken

Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful. Can tailor language to audience and discuss in depth highly abstract or unfamiliar topics. Able to speak with a great deal of fluency, grammatical accuracy, complex vocabulary and in an idiomatic fashion.

Reading

Able to read fluently and accurately all styles and forms of the language in any subject as well as those pertinent to professional needs. Can follow unpredictable turns of thought readily in editorial, conjectural, and literary texts, as well as in materials in own special field, including official documents and correspondence.

Writing

Able to write the language precisely and accurately in a variety of prose pertinent to professional needs. Errors of grammar, syntax, punctuation and vocabulary are rare. Writing is consistently and explicitly organized with appropriate connectors and discourse devices (ellipsis, parallelisms, subordinates).

11. LOCATION OF WORK

The work may take place using various methods and locations:

- MS Teams/Zoom
- in person
- via telephone
- by email
- on CNSC site*
- off-site
- videoconference

*When services are provided on CNSC site, the resource will be escorted.

12. HOLIDAYS

The following days are recognized federal holidays and no sessions will be held on these days.

- a. January 1*
- b. Good Friday



- c. Easter Monday
- d. Victoria Day
- e. July 1 *
- f. Provincial civic holiday (first Monday of August in Ontario)
- g. Labour Day (first Monday of September)
- h. National Day for Truth and Reconciliation (September 30)*
- i. Thanksgiving (second Monday of October)
- j. Remembrance Day (November 11) *
- k. December 25 and 26*

* If the holiday falls on a weekend, it is celebrated on the following business day.

13. CNSC RESPONSIBILITIES

For group or career workshops, the CNSC will coordinate the logistics for the sessions.

CNSC representative will monitor performance of the contractor and seek feedback from employees.

14. GOVERNMENT FURNISHED EQUIPMENT

For work that must be performed on CNSC site due to the classification of the information accessed or produced, the CNSC will provide the supplier with a workstation or computer on which to work. All documents, data, equipment or other property, whether tangible or intangible, including information stored in electronic format provided to the Contractor's Consultant or prepared by the Contractor's Consultant in the performance on the work must be returned to the CNSC upon conclusion of the work in order for the work to be considered completed.

Note: For work performed remotely, a cellular phone, computer, software, hardware, home office equipment and internet are not provided. It is not the responsibility of the CNSC to provide portable communication device or other peripherals to Contractors.



Appendix 1 to Annex A CNSC Key Behavioural Competencies (KBC)

All CNSC employees and candidates are assessed and must demonstrate the following CNSC KBC's.

Live It: Model the CNSC Values

- Respect – Demonstrate that you value the rights, responsibilities and contribution of all stakeholders
- Integrity – Act with honesty, transparency, and fairness in all your decisions and actions
- Service – Serve Canadians and our government to the best of your abilities
- Excellence – Demonstrate professionalism and dedication in all that you say and do
- Responsibility – Use public resources responsibly in a manner that maintains public trust and confidence in the CNSC
- Safety – Recognize the importance of safety as an overriding consideration in your daily work

Own It: Be Accountable and Achieve Results

- Translate direction into concrete work activities
- Establish a clear plan of action to accomplish work based on defined business priorities
- Consider relevant sources of information before formulating a view, opinion or making a decision
- Recognize and articulate risks, and act accordingly
- Be responsible and accountable for your decisions, actions and advice
- Stay up to date on team goals, work processes and performance objectives

Build It: Collaborate Effectively with Others

- Listen actively and ask open questions to learn and understand
- Build trusting relationships by working collaboratively across boundaries to achieve results
- Identify and resolve differences in personal and professional opinion
- Acknowledge and recognize the contributions and accomplishments of others
- Communicate clearly and concisely, adjusting to the situation and audience
- Exercise informal leadership: empower others to achieve common goals
- Share your knowledge and best practices

Learn It: Commit to Your Professional Growth & Personal Leadership

- Recognize strengths and seek opportunities for self-improvement
- Demonstrate flexibility and openness in the face of change
- Maintain and develop your technical and professional expertise
- Analyze and learn from successes and setbacks
- Have the courage to be innovative and creative: question status quo and seek new ways of doing things
- Demonstrate curiosity in the pursuit of a wide range of learning experiences



Appendix 2 to Annex A

Government of Canada Key Leadership Competency profile

Create Vision and Strategy

Leaders define the future and chart a path forward. They are adept at understanding and communicating context, factoring in the economic, social and political environment. Intellectually agile, they leverage their deep and broad knowledge, build on diverse ideas and perspectives and create consensus around compelling visions. Leaders balance organizational and government-wide priorities and improve outcomes for Canada and Canadians.

Examples of effective behaviours for:

Director General

- Interprets context and identifies implications of key issues in the environment
- Engages others to secure commitment to implementation objectives
- Contributes expertise and insight to the development of organizational priorities and strategy
- Communicates vision and priorities with clarity and conviction
- Establishes strategies that respond to organizational priorities that improve outcomes for Canada and Canadians

Director

- Informs analysis with a thorough understanding of the environment
- Engages others to translate implementation strategies into concrete objectives
- Contributes expertise and insight to the development of organizational strategies
- Communicates with clarity and conviction
- Implements strategies that respond to organizational priorities that improve outcomes for Canada and Canadians

Manager

- Informs analysis with a thorough understanding of the environment
- Translates implementation strategies, objectives and direction into concrete activities
- Contributes expertise and insight to the development and implementation of organizational strategies
- Communicates with clarity and conviction
- Responds to changes in direction and organizational priorities
- Designs and implements solutions to operational challenges

Examples of generic ineffective behaviours for all roles

- Fails to consider resource constraints when developing strategies and plans
- Allows day-to-day issues to obstruct critical long-term planning
- Overlooks issues and information that may hinder the implementation of key aspects of the vision

Mobilize People



Leaders inspire and motivate the people they lead. They manage performance, provide constructive and respectful feedback to encourage and enable performance excellence. They lead by example, setting goals for themselves that are more demanding than those that they set for others.

Examples of effective behaviours for:

Director General

- Creates a sense of common purpose and direction in the organization and among colleagues
- Sets clear expectations and conducts oversight of performance management practices
- Commits to the development of organizational and individual talent
- Gives honest feedback, recognizes performance and manages non-performance
- Creates opportunities for open and constructive dialogue
- Sets challenging goals for self and models dedication and high performance

Director

- Creates a sense of common purpose and direction in the organization and among colleagues
- Sets clear expectations, monitors and evaluates performance
- Invests time and resources to support continuous learning
- Gives honest feedback, recognizes performance and manages non-performance
- Engages employees to gather ideas and input to build cohesive teams
- Sets challenging goals for self and models dedication and high performance

Manager

- Creates a sense of common purpose and direction in the organization and among colleagues
- Sets clear expectations, monitors and evaluates performance
- Establishes learning and development plans and provides opportunities for continuous learning and development
- Gives honest feedback, recognizes performance and addresses non-performance
- Engages employees to gather ideas and input to build cohesive teams
- Sets challenging goals for self and models dedication and high performance

Examples of generic ineffective behaviours for all roles

- Limits access to information beyond the requirements of discretion and policy
- Is insensitive to, or unaware of, the diverse needs, aspirations and capabilities of team members
- Fails to consider the input of others when inclusiveness and engagement are key to team performance and morale
- Allows own stress to interfere with team efforts

Uphold Integrity and Respect

Leaders exemplify ethical practices, professionalism and personal integrity. They create respectful and trusting work environments where sound advice is valued. They encourage the expression of diverse opinions and perspectives, while fostering collegiality. Leaders are self-aware and seek out opportunities for personal growth.



Examples of effective behaviours for:

Director General

- Values and provides authentic, evidence-based advice in the interest of Canadians
- Holds self and the organization to the highest ethical and professional standards
- Models commitment to citizen-focused service and the public interest
- Creates opportunities that encourage bilingualism and diversity
- Advances strategies to foster an inclusive, healthy organization, respectful of the diversity of people and their skills and free from harassment and discrimination
- Exemplifies impartial and non-partisan decision-making
- Engages in self-reflection and acts upon insights

Director

- Values and provides authentic, evidence-based advice in the interest of Canadians
- Holds self and the organization to the highest ethical and professional standards
- Models commitment to citizen-focused service and the public interest
- Creates opportunities that encourage bilingualism and diversity
- Implements practices to advance an inclusive, healthy organization, respectful of the diversity of people and their skills and free from harassment and discrimination
- Exemplifies impartial and non-partisan decision-making
- Engages in self-reflection and acts upon insights

Manager

- Values and provides authentic, evidence-based advice in the interest of Canadians
- Holds self and the organization to the highest ethical and professional standards
- Models commitment to citizen-focused service and the public interest
- Supports the use of both official languages in the workplace
- Implements practices to advance an inclusive, healthy organization, that is free from harassment and discrimination
- Promotes and respects the diversity of people and their skills
- Recognizes and responds to matters related to workplace well-being
- Carries out decisions in an impartial, transparent and non-partisan manner
- Engages in self-reflection and acts upon insights

Examples of generic ineffective behaviours for all roles

- Places personal goals ahead of Government of Canada objectives
- Shows favouritism or bias
- Does not take action to address situations of wrongdoing
- Mistreats others and takes advantage of the authority vested in the position



Collaborate with Partners and Stakeholders

Leaders are deliberate and resourceful about seeking the widest possible spectrum of perspectives. They demonstrate openness and flexibility to forge consensus and improve outcomes. They bring a whole-of-government perspective to their interactions. In negotiating solutions, they are open to alternatives and skillful at managing expectations. Leaders share recognition with their teams and partners.

Examples of effective behaviours for:

Director General

- Builds and nurtures effective and collaborative relationships
- Seeks opportunities to advance strategic alliances with partners and stakeholders
- Engages colleagues to contribute to horizontal initiatives
- Actively listens to understand the impact of issues and perspectives of others
- Identifies opportunities and develops strategies for collaboration
- Acknowledges the contribution of others in achieving objectives

Director

- Builds and nurtures effective and collaborative networks and relationships with communities of practice, colleagues and stakeholders
- Engages others to support horizontal initiatives
- Actively listens to understand the impact of issues and perspectives of others
- Implements strategies that enhance collaboration
- Acknowledges the contribution of others in achieving objectives

Manager

- Builds and nurtures effective and collaborative networks and relationships with communities of practice, colleagues and stakeholders
- Seeks and leverages opportunities to enhance outcomes through partnerships
- Encourages employees to participate in collaborative initiatives
- Actively listens to understand the impact of issues and perspectives of others
- Implements and communicates strategies that enhance collaboration
- Acknowledges the contribution of others in achieving objectives

Examples of generic ineffective behaviours for all roles

- Operates independently without reference to the wider system of knowledge and experience
- Fails to explore the different concerns and perspectives of stakeholders or partners
- Remains inflexible and stays committed to a single outcome



Promote Innovation and Guide Change

Leaders have the courage and resilience to challenge convention. They create an environment that supports bold thinking, experimentation and intelligent risk taking. They use setbacks as a valuable source of insight and learning. Leaders take change in their stride, aligning and adjusting milestones and targets to maintain forward momentum.

Examples of effective behaviours for:

Director General

- Develops and implements sound risk management strategies
- Fosters an environment that is open to creativity and responsible risk-taking
- Learns from setbacks and mistakes to ensure continuous improvement
- Engages and supports employees in adapting to the scope and pace of change
- Anticipates barriers to new ideas and identifies solutions to maximize potential for innovation
- Demonstrates resilience, composure and a positive outlook in an environment of uncertainty and ambiguity

Director

- Ensures that employees apply sound risk management practices
- Identifies opportunities for and barriers to innovation and proposes creative approaches
- Implements practices to learn from setbacks and mistakes
- Adapts plans and strategies to respond to the scope and pace of change
- Demonstrates resilience, composure and a positive outlook in an environment of uncertainty and ambiguity

Manager

- Encourages and applies sound risk management practices
- Identifies opportunities for and barriers to innovation
- Proposes creative practices, concepts or products
- Encourages employees to generate new and innovative approaches
- Adjusts practices to address lessons learned following setbacks and mistakes
- Adapts plans in response to changes in direction and priorities
- Understands the impact of change on employees and takes appropriate action
- Demonstrates resilience, composure and a positive outlook in an environment of uncertainty and ambiguity

Examples of generic ineffective behaviours for all roles

- Leaves staff to work through changes on their own, or gives inadequate time to acknowledge concerns
- Implements change in an unstructured way causing confusion about priorities and timelines
- Resists change even when existing methods are inadequate



Achieve Results

Leaders mobilize and manage resources to deliver on the priorities of the Government, improve outcomes and add value. They consider context, risks and business intelligence to support high-quality and timely decisions. They anticipate, plan, monitor progress and adjust as needed. Leaders take personal responsibility for their actions and outcomes of their decisions.

Examples of effective behaviours for:

Director General

- Implements strategies to align people, work and systems to improve outcomes and maximize results
- Ensures that the pace, scope and cost of initiatives are planned, monitored and controlled
- Delegates responsibility and accountability to appropriate levels
- Informs decision-making with sound understanding of context, data and evidence
- Demonstrates and promotes stewardship of financial and organizational resources
- Makes challenging decisions and takes action at the opportune time
- Takes ownership and acknowledges impact and outcome of decisions

Director

- Aligns people, work and systems to achieve program and policy efficiencies and results
- Quantifies, monitors and controls resources and costs
- Sets and revises goals and plans to reflect changing priorities or conditions
- Delegates responsibility and accountability to appropriate levels
- Informs decision-making with sound understanding of context, data and evidence
- Demonstrates and promotes stewardship of financial and organizational resources
- Makes challenging decisions and takes action at the opportune time
- Takes ownership and acknowledges impact and outcome of decisions

Manager

- Aligns people with work in order to achieve organizational objectives and results
- Monitors and controls work unit resources
- Sets and revises operational plans to reflect changing priorities or conditions
- Informs decisions-making with sound understanding of context, data and evidence
- Demonstrates and promotes stewardship of financial and organizational resources
- Makes challenging decisions and takes action at the opportune time
- Takes ownership and acknowledges impact and outcome of decisions



Examples of generic ineffective behaviours for all roles

- Provides direction that is either insufficient or overly prescriptive and controlling
- Argues against or impedes decisions made by the organization
- Attributes failures to individuals or previous administrations
- Focuses on process at the expense of results
- Abdicates decision-making responsibilities to other levels



ANNEX "B"
BASIS OF PAYMENT

1.0 Professional Services

Stream 1 – Executive Coaching (Director level and above)				
Description	Initial Period (2 years)	Option 1 (1 year)	Option 2 (1 Year)	Option 3 (1 Year)
	Firm all-inclusive Hourly Rate (CAD)			
	A	B	C	D
Executive Coaching	\$	\$	\$	\$

Stream 2 – Individual employee and group coaching, including career development and transition coaching				
Description	Initial Period (2 years)	Option 1 (1 year)	Option 2 (1 Year)	Option 3 (1 Year)
	Firm all-inclusive Hourly Rate (CAD)			
	A	B	C	D
Individual employee and group coaching, including career development and transition coaching	\$	\$	\$	\$

Stream 3A – Group facilitation– Senior Resource				
Description	Initial Period (2 years)	Option 1 (1 year)	Option 2 (1 Year)	Option 3 (1 Year)
	Firm all-inclusive Hourly Rate (CAD)			
	A	B	C	D
Group facilitation – Senior Resource	\$	\$	\$	\$



Stream 3B – Group facilitation– Intermediate Resource				
Description	Initial Period (2 years)	Option 1 (1 year)	Option 2 (1 Year)	Option 3 (1 Year)
	Firm all-inclusive Hourly Rate (CAD)			
	A	B	C	D
Group facilitation – Intermediate Resource	\$	\$	\$	\$

Stream 4 – Assessments				
Description	Initial Period (2 years)	Option 1 (1 year)	Option 2 (1 Year)	Option 3 (1 Year)
	Firm all-inclusive price (CAD)	Firm all-inclusive price (CAD)	Firm all-inclusive price (CAD)	Firm all-inclusive price (CAD)
	A	B	C	D
Assessment Costs	As per catalogue	As per catalogue	As per catalogue	As per catalogue
Description	Initial Period (2 years)	Option 1 (1 year)	Option 2 (1 Year)	Option 3 (1 Year)
	Firm all-inclusive Hourly Rate (CAD)			
	A	B	C	D
Feedback sessions, presentations and summary reports.	\$	\$	\$	\$

2.0 Travel and Living

Canada will not pay for travel and living expenses, including moving expenses, incurred by the Contractor or the employees proposed by the Contractor to perform the Work.

3.0 GST or HST is excluded from the amounts above, where applicable.



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST (SRCL)

Stream 1 - Executive coaching



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 5000049085 Stream 1
Security Classification / Classification de sécurité Unclassified

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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Contract Number / Numéro du contrat

5000049085 - Stream 1

Security Classification / Classification de sécurité
Unclassified

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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: No Yes
Non Oui

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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document: No Yes
Non Oui

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

Special comments:
Commentaires spéciaux: _____

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 Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non Oui



Contract Number / Numéro du contrat 5000049085 - Stream 1
Security Classification / Classification de sécurité unclassified

PART C - (continue) / 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 CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	
							NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIEL	A		B	C					
Information / Assets Renseignements / Biens Production																	
T Media / Support TI Électronique																	

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

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

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

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



Stream 2 - Individual and group employee coaching



Contract Number / Numéro du contrat 5000049085 - Stream 2
Security Classification / Classification de sécurité Unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine CNSC	2. Branch or Directorate / Direction générale ou Direction HRD	
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 Coaching and leadership development services for executives		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" 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"/>
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 checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





Contract Number / Numéro du contrat
5000049085 - Stream 2
Security Classification / Classification de sécurité Unclassified

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

Special comments:
Commentaires spéciaux : _____

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 Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non Oui



Contract Number / Numéro du contrat 5000049085 - Stream 2
Security Classification / Classification de sécurité unclassified

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 CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL			A	B	C				
Information / Assets / Renseignements / Biens																	
Production																	
T Media / Support TI / IT unit / Unité électronique																	

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

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

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

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



Stream 3 - Group facilitation



Contract Number / Numéro du contrat 500049085 - Stream 3
Security Classification / Classification de sécurité Unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	CNSC	2. Branch or Directorate / Direction générale ou Direction HRD
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 Coaching and leadership development services for executives		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" 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"/>
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 checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

5000049085 - Steam 3

Security Classification / Classification de sécurité
unclassified

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 Yes
Non 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 délicats? No Yes
Non 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 checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRES SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRES SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRES SECRET
<input type="checkbox"/> SITE ACCESS ACCES AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

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 Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





Contract Number / Numéro du contrat 500049085 - Stream 3
Security Classification / Classification de sécurité Unclassified

PART C - (continue) / 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 / CLASSIFIÉE			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																
T Media / Support TI																
IT unit / Lien électronique																

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

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

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

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



Stream 4 - Testing and assessment services



Contract Number / Numéro du contrat 5000049085 Stream 4
Security Classification / Classification de sécurité unclassified

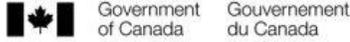
SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine CNSC		2. Branch or Directorate / Direction générale ou Direction HRD	
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 Provision of personality, work style, leadership and staffing assessments as well as feedback sessions. Examples include 360 feedback, Emotional Intelligence, Leadership SkillMap / Style, Situational Leadership and In-basket assessments.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada	<input checked="" type="checkbox"/>	NATO / OTAN	<input type="checkbox"/>
		Foreign / Étranger	<input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion	<input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/>
Not releasable À ne pas diffuser	<input type="checkbox"/>		
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	<input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	<input type="checkbox"/>
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A	<input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	<input type="checkbox"/>
PROTECTED B PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET NATO SECRET	<input type="checkbox"/>
SECRET SECRET	<input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/>
TOP SECRET TRÈS SECRET	<input type="checkbox"/>		
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>		

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





Contract Number / Numéro du contrat 500049085 - Stream 4
Security Classification / Classification de sécurité unclassified

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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : No Yes
Non Oui

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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel : No Yes
Document Number / Numéro du document : Non Oui

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 checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRES SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRES SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRES SECRET
<input type="checkbox"/> SITE ACCESS ACCES AUX EMBLEMES			

Special comments:
Commentaires spéciaux : _____

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?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non Oui



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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 CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			SECRET	TOP SECRET	
						TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	A		B	C	TRES SECRET			
Information / Assets Renseignements / Biens Production		X														
T Media / Support TI		X														
IT Unit / Unité électronique																

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

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

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ANNEX "D"

NON-DISCLOSURE AGREEMENT (NDA)

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract number. _____ between Her Majesty the Queen in right of Canada, represented by the Canadian Nuclear Safety Commission and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract number

Signature

Date