



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
PWGSC/TPSGC Acquisitions Bid Receiving
Box/Boîte de Réception des Soumissions
Bid Receiving Box/Boîte de Récepti
1st Floor/1ère étage, Suite 1212
100-1045 Main Street
Moncton
New Brunswick
E1C 1H1
Bid Fax: (506) 851-6759

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet Instructor Development Plan,CTC DND	
Solicitation No. - N° de l'invitation W2037-230010/A	Date 2022-08-09
Client Reference No. - N° de référence du client W2037-230010	
GETS Reference No. - N° de référence de SEAG PW-\$MCT-043-6234	
File No. - N° de dossier MCT-2-45021 (043)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Daylight Saving Time ADT on - le 2022-09-01 Heure Avancée de l'Atlantique HAA	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Beausoleil (MCT), Timothee	Buyer Id - Id de l'acheteur mct043
Telephone No. - N° de téléphone (902) 388-8377 ()	FAX No. - N° de FAX (506) 851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CTC HEADQUARTERS BLDG H16 P.O.BOX 17000 STN FORCES OROMOCTO New Brunswick E2V4J5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Acquisitions NB/PEI (Moncton Office) – Bureau
d'acquisitions N.-B./Î.-P.-É. (Moncton)
1045 Main Street / 1045, rue Main
Moncton
New Bruns
E1C 1H1

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

November 2020 Medium Complexity Bid Solicitation and Resulting Contract Template (MC)

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no security requirements.

1.2 Statement of Work

Public Services and Procurement Canada (PSPC), on behalf of the Department of National Defense (DND), is seeking to obtain services to create and deliver multiple sessions of an Instructor Development Program (IDP) in interpersonal skills to CTC Instructors. The task based contract will run for three (3) years from Contract Award with the option to extend for two (2), one (1) year option periods.

The requirement is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

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

1.4 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

SACC Manual Clause [C9000T](#) (2010-08-16), Pricing

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

PWGSC Acquisitions, Bid Receiving
1st Floor/1ère étage, Suite 1212,
100-1045 Main Street,
Moncton, NB, E1C 1H1

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in New Brunswick/Prince Edward Island, the email address is:

TPSGC.RAReceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: (506) 851-6759

2.2.1 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.

(Derived from - Provenant de: A9076T, 2007-05-25)

2.3 Former Public Servant

Former Public Servant - Competitive Bid

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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Section I : Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Minimum Mandatory Performance Specifications as specified in Annex "A"

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (b) meet all mandatory criteria; and
 - (c) obtain the required minimum of 16 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 27 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	<i>Bidder</i>		
	<i>Bidder 1</i>	<i>Bidder 2</i>	<i>Bidder 3</i>
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual clause A3005T (2010/08/16) Status and Availability of Resources

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010/08/16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Supplemental General Conditions

[4013](#) (2022/06/20), Compliance with on-site measures, standing orders, policies and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is for three (3) years from Contract Award.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Timothée Beausoleil
Title: Supply Specialist
Public Works and Government Services Canada
Directorate: Acquisitions NB/PEI
Address: 161 St. Peters Road, 2nd Floor Suite 204, Charlottetown, PE, C1A 5P7
Telephone: (902) 388-8377
Facsimile: (506) 851-6759
E-mail address: Timothee.beausoleil2@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Details will be provided in any resulting contract

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

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

6.5.3 Contractor's Representative

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

For the Work described in Section 1 to 15 of the Statement of Work in annex A:

The Contractor will be paid for the Work performed, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

6.7.2 Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost: \$ _____ (insert the amount at contract award)

6.7.3 Limitation of price

SACC Manual clause C6000C (2017-08-17) Limitation of price

6.7.4 Method of Payment – Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

6.7.5 SACC Manual Clauses

SACC Manual Clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

6.7.6 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

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

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010B](#) (2022/01/28), General Conditions - Professional Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment
- (f) the Contractor's bid dated _____

6.11 SACC Manual Clauses

SACC Manual Clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations

6.12 Dispute Resolution

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

ANNEX "A"

STATEMENT OF WORK

Combat Training Centre Instructor Development Program

1. Introduction

1.1. The Department of National Defence (DND), Combat Training Centre (CTC), requires the assistance of Educators to conduct instruction in various self-awareness and self-development tools, to develop and conduct interpersonal skills training, and to facilitate guided discussion workshops to enhance interpersonal skill development of CTC leadership and instructors.

2. Background

2.1. CTC is a subordinate formation of Canadian Army Doctrine and Training Centre (CADTC) and consists of eight subordinate schools delivering a wide range of courses in multiple combat oriented and combat support disciplines. CTC provides relevant and realistic training, using modern technologies and learning methodologies, to prepare adaptive and resilient soldiers and leaders for evolving operating environments.

2.2. Within the CTC Individual Training System, course instructors personify the image of the Canadian Armed Forces (CAF). In their multiple roles of assessors, mentors, leaders and teachers, course instructors are models for students, establishing a brand for the Canadian Army (CA) by creating an environment in which our members can thrive. As such, it is paramount that the CTC provides instructors with the required self-awareness tools for self-growth, and professional interpersonal skills to create a safe and positive space in which student learning may occur. Such an undertaking starts with the need to understand one's own strengths and weaknesses, becoming a better model in self-improvement.

2.3. The training audience will consist of diverse groups representing instructors and leadership from CTC Training Establishments located in both New Brunswick and Ontario. The groups will all have had leadership training and represent a broad range of leadership ranks within the CA. The contractor can expect a wide range of age groups to include "Baby Boomers", "Generation X", and "Millennials", and can anticipate a mix of ethnicity, culture, and gender. The training audience will have a diverse set of work skills and experience ranging from combat operators to trade technicians.

2.4. To date there have been two pilot serials delivered to CTC instructors and key senior staff as an exploratory activity. Upon completion of each serial, participants provided detailed their assessment of the package delivered. The recommendations of the audience were incorporated into this statement of work and revealed that flexibility is paramount to the success of this programme to ensure that the course material is refined to achieve the intended growth of participants and generate the inclusive environment needed.

3. Objective

3.1. The objective of this contract is to obtain services to create and deliver multiple sessions of an Instructor Development Program (IDP) in interpersonal skills to CTC Instructors. The task based contract will run for three (3) years from Contract Award with the option to extend for two (2), one (1) year option periods.

4. Scope

4.1. On an as requested basis, the contractor must create/modify an IDP program and deliver multiple IDP sessions in either English, French, or both as identified through a DND 626 Task Authorization. The intent is deliver up to 12 IDP sessions annually with each session consisting of up to 50 CAF leaders and instructors.

5. Requirement

5.1. With the assistance of DND personnel, the contractor must analyse, design, develop, modify, and conduct the IDP for CTC.

5.2. An IDP session will run for 5 days consisting of:

5.2.1. The Contractor must coordinate the distribution of a self-awareness assessment tool (such as the EQi 2.0 from MULTI-HEALTH SYSTEM INC. or an equivalent test that is mutually agreed upon between the contractor and CTC) to participants and provide a group debriefing or an individual debrief upon request. The debriefs must be completed prior to the end of the session;

5.2.2. Training in interpersonal skills and character based leadership; and

5.2.3. By Day 5, each participant must develop their own personalized self- development plans.

5.3. During the IDP, attendees will reflect on their personal strengths and weaknesses exercised through self-awareness assessment tools and testing, ultimately leading to a personalized self-development plan. This will be achieved Instruction followed by contractor facilitated, simultaneous small group workshops for each interpersonal skill topic.

5.4. For each session, the contractor must provide a lead facilitator and at least one assistant facilitator for in-person delivery. Facilitators must be able to instruct in the language requested within the task authorization. In-person delivery will include:

5.4.1. Instruction followed by contractor facilitated, simultaneous small group workshops for each interpersonal skill topic.

5.4.2. Group discussions that fully explore each topic, stimulating multi-directional interactive discussion using realistic vignettes/scenarios and leveraging participants' experiences. Group workshops can be made up of either four (12-13 person) or five (10 person) discussion groups:

- (1) Whether there are four or five groups is at the discretion of the contractor;
- (2) The number of facilitators required to facilitate these group discussions is at the discretion of the contractor provided the minimum requirement outlined at 5.4 is met; and
- (3) A facilitator can facilitate more than one discussion group simultaneously.

5.4.3. Differentiation in instruction to address and accommodate different ways of learning or demonstrations for learning, and to include the ideas and viewpoints of all students.

5.4.4. Creation of a personalized self-development plan over the course of the IDP for each IDP participant.

5.5. Recognizing that Training and Education are dynamic functions, the CTC IDP will evolve throughout the duration of the contract. The contractor will, from time to time, be requested to adjust content and/or training delivery methods.

6. Tasks

6.1. In performance of the Work, the contractor must:

6.1.1. Attend a virtual coordination conference with CTC staff to discuss the details of the CTC IDP.

- i. The date and time will be mutually agreed on but must occur within two (2) weeks following Contract Award.
- ii. The meeting will include the review of the contractor developed training plan for CTC requested amendments.
- iii. Additional coordination conference will occur on an as needed basis.

6.1.2. Deliver IDP instruction:

- i. The bidder must ensure that framing and language is provided to solicit participation and provide safe space for challenging and difficult conversations. Workshops must be structured to provide 'off-ramps' and contingencies for emotional experiences, including sufficient breaks, and access to facilitators for one-on-one discussion at key points during the work.
- ii. Each Interpersonal Skill and Character based Leadership Topics must include but is not limited to the following:
 - (1) Clear presentation of the knowledge, concepts and skills to be learned;
 - (2) One or more opportunities for all participants to observe, practice, explore and critique the material to be learned;
 - a. In small group discussion,

- b. Guided experiential learning activities,
 - c. Role-play,
 - d. Hypothetical situations,
 - e. Reflection, or
 - f. Other hands-on learning activities.
- (3) Collective debrief of the breakout activities for collective sharing and learning.
- iii. Interpersonal Skill and Character based Leadership Topics are as follows:
- (1) Emotional Intelligence (EI)
 - a. Description
 - b. Four domains of EI (as per Daniel Goleman's theory)
 - a. Self-awareness. How to become aware of own personal and unconscious biases and how to actively manage, mitigate or avoid them,
 - 2. Self-management,
 - 3. Social awareness. Understanding the effects of power differences between instructors and students including privilege, how power is perceived and tools to enhance communication and create a positive learning environment,
 - 4. Micro-aggression. How to become more aware, understand the harm caused and how to deal with it, and
 - 5. Relationship management.
 - c. Impact of EI in the classroom, as a leader, in the workplace, etc.
 - (2) Psychological Health & Safety (as per National Standard)
 - a. Description,
 - b. Psychological Safety, Resilience and leadership,
 - c. Link between Psychological Safety and Resilience,
 - d. Psychological Safety in the workplace,
 - e. 13 factors,
 - f. Impact of 13 factors on the learning environment,
 - g. 5 domains, and
 - h. Relationship between 13 factors and 5 domains in the learning environment.
 - (3) Character Leadership – using a model that is supported by academic literature, provide guidance on awareness, development and application of character so as to contribute to the principles and values that are articulated in the Trusted to Serve CAF Ethos (DND publication);
 - a. Overview and build awareness of a Character model,
 - b. Development of Character traits, principles, values or dimensions and the associated behaviours, and
 - c. Application of Character model and its contribution to inclusion and culture.

- (4) Behaviour Modelling – Understanding that students replicate all that is seen in the classroom, including attitudes, language, deportment and respect;
 - a. Description to include Social Learning Theory,
 - b. Behaviour Modelling Training (BMT) and principles, and
 - c. Achieving a successful BMT program.

- (5) Leading with Compassion and Empathy – How to become more conscious and understanding of students lived realities and how to address those concerns through listening and dialogue;
 - a. Description
 - b. Why Lead with Compassion and Empathy,
 - c. Leading with Compassion Techniques,
 - d. Leading with Empathy Techniques, and
 - e. Advantages/Disadvantages.

6.1.3. Conduct a Self-Reflection Activity - Personalized Self-Development Plan:

- i. Assist participants with the development of a Personalized Self-Identity Development Plan.
- ii. Provide a template self-development plan for participants to utilize as a self-reflection activity with the goal, over time, to achieving a degree of self-improvement. The plan must have:
 - (1) SMART objectives;
 - (2) an asset based approach; and
 - (3) up to a six-month completion cycle.
- iii. Identify the structure, purpose, scope, and intention of the self-development plan. This will include;
 - (1) How the plan will consider participant emotional and mental health;
 - (2) How the plan will include celebration of milestones or completion; and
 - (3) The resources that will be made available to the learners to assist in achievement of the plan.
- iv. The philosophical approach must be an asset based approach. Instruction must involve inventories and self-assessment tools to help learners identify growth areas for the learning plan, as well as strength areas that could be used to develop new areas of expertise.

6.1.4. Allocate time at the end of each day for feedback from the participants with respect to the day's activities.

6.2. Modification to IDP training:

- 6.2.1. During the execution of the contract, the contractor will be required to evolve/modify the IDP content and/or training delivery methods based on:

- i. Lessons learned from previous IDP sessions;
- ii. Advancement in the area of Personal Skills Development; or
- iii. Changes in CTC training priorities.

6.2.2. The Contractor will be provided a list of requested modifications in order to estimate the number of days required to make changes to the IDP. A task authorization will be issued using the per diem rate stated in Annex "B" and the estimate provided.

6.3. Scheduling IDP Sessions:

- 6.3.1. Although it is the intent of CTC to conduct the maximum number of sessions annually, there is no guarantee these numbers will be met. CTC may schedule up to a maximum of six (6) sessions per trimester but will not exceed a total of twelve (12) sessions per year.
- 6.3.2. CTC will notify the Contractor 60 calendar days in advance of the forecasted session dates. Notice of less than 60 days may occur if dates are mutually agreed upon.
- 6.3.3. CTC reserves the right to cancel or postpone a scheduled session in situations where the minimum session loading of 35 instructors is not available. There will be no cost incurred, or any contractual commitment of a minimum expenditure, nor any penalty on the part of CTC in cases of course cancellation or postponement.

7. Resources

7.1. Upon receipt of an approved Task Authorization, the Contractor must provide resources that meet the following qualifications as they apply. DND will evaluate each proposed resource prior to the commencement of any Work:

7.1.1. Lead Facilitators

- i. Must hold at minimum one (1) recognized credential from a provincially recognized body in the field of Interpersonal Skills development.
- ii. Must have at least three (3) years' experience in the field of Interpersonal Skills development.

7.1.2. Assistant Facilitators

- i. Should hold at minimum one (1) recognized credential from a provincially recognized body in the field of Interpersonal Skills development.
- ii. Must have at least one (1) year experience in the field of Interpersonal Skills development.

8. Deliverables

8.1. The contractor must provide the following deliverables:

- 8.1.1. Within ten (10) business days after the virtual coordination conference (6.1.1), provide an amended draft training plan for the IDP.

- 8.1.2. Provide up to date soft copies of any necessary background reading material, handouts, workbooks, and worksheets, etc. that participants are required to either review or use during the IDP no later than two (2) weeks prior to each IDP session. Instructional materials must reflect the incremental theory of personality and affirm that attitudinal change is possible over time.
- 8.1.3. On Day 1, provide a Personalized Self-Development Plan template for issuance to IDP participants.

9. Constraints

- 9.1. DND personnel may observe all aspects of the training. This is to assist CTC with evolving any future IDP sessions. Observers may participate in the training only if space is available within the 50-person session cap. Additionally, these observers may be used by the contractor to provide group participant coaching. This can be coordinated during the virtual conference (6.1.1).
- 9.2. In order to avoid CTC instructor availability issues created by the Annual Posting Season, Summer vacation, and the Christmas season, delivery of IPD sessions will be limited to three training trimesters as follows:
 - 9.2.1. Fall Trimester – from September to November;
 - 9.2.2. Winter Trimester – from January to March; and
 - 9.2.3. Spring Trimester – from April to June.
- 9.3. The contractor must give DND the permission to offer the courseware through the internal Defense Learning Network (DLN).

10. Government Support

- 10.1. CTC will provide a flat screen projection monitor for display purposes however the contractor must provide their own technology resources (laptop, USB devices, etc.) to connect into the projection screen for any presentation material. There is no Wi-Fi available at the training venue.
- 10.2. DND stakeholders will provide up to 5 CAF/CA personnel to provide input to the development of courseware either virtually or on-site.
- 10.3. CTC may provide the services of the Army Learning Support Centre (ALSC), to assist the contractor with any CTC requested modification of contractor training support materials. For example, the conversion of Civilian Office based training scenarios to more relatable Military

Field oriented or Military Workshop oriented training scenarios. This service will be at no cost to the contractor.

11. Language of Work

- 11.1. All meetings, correspondence, and draft deliverables will be in English.
- 11.2. All background reading material, handouts, workbooks, and worksheets, etc. that participants are required to either review or use during the IDP must be provided in both official languages.
- 11.3. IDP session will be delivered in English, French, or a combination of both. The language of delivery will be identified in each task authorization.

12. Security Requirements

- 12.1. There is no security requirement associated with this contract.

13. Travel Requirements

- 13.1. The Contractor will be reimbursed for travel expenses incurred in the performance of the contract, up to the maximum amounts provided in Annex C, Basis of Payment.
- 13.2. The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Treasury Board Travel Directive http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index_e.asp, and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".
- 13.3. All travel must have the prior authorization through task authorization. All payments are subject to government audit.
- 13.4. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of resources required to satisfy the terms of the Contract.

14. Location of Work

- 14.1. The IDP sessions are expected to be conducted in two locations as follows:

14.1.1. 5th Canadian Division Support Base (5 CDSB) Gagetown, in Oromocto, New Brunswick;
and

14.1.2. Canadian Forces Base Borden in Borden, Ontario.

14.2. Additional locations within Canada may be added at a later date.

15. Terminology

15.1. Explanation and meaning of terminologies and abbreviations are listed as follows:

BMT	Behaviour Modelling Training
CA	Canadian Army
CADTC	Canadian Army Doctrine and Training Centre
CAF	Canadian Armed Forces
CTC	Combat Training Centre
5 CDSB	5 th Canadian Division Support Base
DND	Department of National Defence
EQ-I	Emotional Quotient Inventory
IDP	Instructor Development Program
SMART	Specific, Measurable, Achievable, Realistic, Time-bound

ANNEX "B"

BASIS OF PAYMENT

1. IDP Sessions:

- a. Bidders will provide firm, all-inclusive rates. The firm all-inclusive rates specified are inclusive of overhead expenses such as administrative support, preparation time, back ground reading material, handouts, workbooks, and work sheets. Applicable taxes are not included in the unit price but must be shown as a separate line item on all invoices.
- b. The maximum number of sessions as stated below is an estimate of the requirement made in good faith. Payment will be limited to sessions authorized under the Task Authorization.

Description	Estimated # of Sessions	Unit Price Per Session	Estimated Total
Year #1	12	\$	\$
Year #2	12	\$	\$
Year #3	12	\$	\$
Option Year #1	12	\$	\$
Option Year #2	12	\$	\$
SESSIONS - GRAND TOTAL INCLUDING OPTION YEARS			\$

(CONTINUED ON NEXT PAGE)

2. Program Modification (Annex A, 6.2):

- a. The Contractor will be paid firm per diem price(s), in Canadian currency and based on seven point five (7.5) hours of work. For services provided more or less than one day, the per diem rate specified will be prorated accordingly. Applicable taxes are not included in the per diem price but must be shown as a separate line item on all invoices.

- b. The estimated usage for services as stated herein is an estimate of the requirement made in good faith. Payment will be limited to the services authorized under the Task Authorization.

Description – Program Modifications for:	Estimated Usage (Days)	Per Diem (Daily) Rate	Estimated Yearly Total
Year #1	50	\$	\$
Year #2	20	\$	\$
Year #3	10	\$	\$
Option Year #1	10	\$	\$
Option Year #2	10	\$	\$
PROGRAM MODIFICATIONS - ESTIMATED GRAND TOTAL			\$

SESSIONS - GRAND TOTAL INCLUDING OPTION YEARS: \$ _____

PROGRAM MODIFICATIONS - ESTIMATED GRAND TOTAL: \$ _____

GRAND TOTAL OF SESSIONS + PROGRAM MODIFICATIONS: *\$ _____
(*This grand total amount will be used for evaluation purposes)

Solicitation No. - N° de l'invitation
W2037-230010/A
Client Ref. No. - N° de réf. du client
W2037-230010

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-2-45021

Buyer ID - Id de l'acheteur
MCT043
CCC No./N° CCC - FMS No./N° VME

ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

