Canada School of Public Service | École de la fonction publique du Canada

Canada

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A:

CSPS Bid Receiving Unit Email Address:

solicitation-sollicitation@csps-efpc.gc.ca

REQUEST FOR PROPOSAL
DEMANDE DE SOUMISSION

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

Comments - Commentaries

This document contains a Security Requirement / Ce document contient des exigences relatives à la sécurité

Issuing Office – Bureau de distribution
Canada School of Public Service / École de la fonction publique du Canada
Procurement and Contracting Unit / Unité des contrats et approvisionnement

Title-Sujet Instructors to deliver virtual and in-person classroom training courses in finance	
Solicitation No. – No. de l'invitation CSPS-RFP-22LL-1834	**Date** November 4, 2022
Client Reference No. - No. De Référence du Client 2021-1834	
Solicitation Closes - L'invitation prend fin **on December 15, 2022 at 2:00 PM** **le 15 décembre 2022 à 14h00**	**Time Zone** **Fuseau Horaire** **EST / HNE**
Address inquiries to: - Adresser toute demande de renseignements à : Linda Lafrenière	
Email Address: - Adresse courriel : Linda.lafreniere@csps-efpc.gc.ca	
Telephone No. - No de téléphone 819-360-9551	**Fax No. – No de Fax:** N/A
Destination of Goods and Services: Destinations des biens et services: CANADA SCHOOL OF PUBLIC SERVICE ÉCOLE DE LA FONCTION PUBLIQUE DU CANADA	
Instructions : See Herein **Instructions : Voir aux présentes**	
Delivery Required – Livraison exigée See Herein / Voir aux présentes	**Delivery Offered – Livraison proposée**
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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)	

REQUEST FOR PROPOSAL (RFP)

FOR

INSTRUCTORS TO DELIVER VIRTUAL AND IN-PERSON CLASSROOM TRAINING COURSES IN FINANCE

FOR THE

CANADA SCHOOL OF PUBLIC SERVICE

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PART 1 – GENERAL INFORMATION

1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Pricing Schedule, the Electronic Payment Instruments, the Evaluation Criteria, and the Certifications Precedent to Contract Award and Additional Information.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List (SRCL), and the Task Authorization (TA) Form.

1.2 Summary

a. The Canada School of Public Service (CSPS or the School) is seeking a Contractor to provide the services of instructors to deliver virtual classroom training (VCT) and in-person classroom training (CT) in finance in the National Capital Region (NCR), and at various locations across Canada, on an as-and-when-requested basis, in both official languages (English and/or French).

   This bid solicitation is intended to result in the award of one (1) contract for a period of one (1) year with the irrevocable option allowing Canada to extend the term of the Contract by up to three (3) additional one-year periods under the same terms and conditions.

b. There are security requirements associated with this requirement. For additional information, consult Part 6 – Security Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) website.

c. This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec and Labrador that are subject to Comprehensive Land Claim Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

1.3 Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following changes:

a) Wherever Public Works and Government Services Canada (PWGSC) revise to read “Canada School of Public Service (the School)”.
b) At Article 05, Submission of Bids, subparagraph 4, delete “Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation.” Insert “Bids will remain open for acceptance for a period of not less than one hundred and twenty (120) days from the closing date of the bid solicitation.”
c) At Article 08, Transmission by facsimile or by Canada Post Corporation’s (CPC) Connect service is deleted in its entirety.

2.2 Submission of Bids

Bids must be submitted only to the Canada School of Public Service (CSPS or the School) Bid Receiving Unit’s email address specified below by the date and time indicated on page 1 of the bid solicitation.

CSPS Bid Receiving Unit Email Address: solicitation-sollicitation@csps-efpc.gc.ca

Note: Bids will not be accepted if emailed directly to the Contracting Authority’s email address.

Bidders must indicate the RFP number (CSPS-RFP-22LL-1834) in the subject line of their email containing their bid. Bids must be submitted in PDF format.

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

Yes ( ) **No** ( )

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

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

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

Work Force Adjustment Directive

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

Yes ( ) **No** ( )

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) working days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 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 favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) calendar 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 suppliers to challenge aspects of the procurement process up to and including contract award.

(b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's Buy and Sell website, under the heading "Bid Challenge and Recourse Mechanisms" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

(c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders submit their bid electronically, and in separate PDF documents as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Section IV: Additional Information

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

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 electronic format instructions described below in the preparation of their bid:

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

Section I: Technical Bid

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

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

Part 4, Evaluation Procedures and Attachment 1 to Part 4, Evaluation Criteria, contain additional instructions that Bidders should consider when preparing their technical bid.

Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

When preparing their financial bid, Bidders should review the Basis of Payment in Annex B and clause 4.1.2, Financial Evaluation, of Part 4.

The rates included in the pricing schedule detailed in Attachment 1 to Part 3 exclude the total estimated cost of all travel and living expenses that may need to be incurred for Work described in Part 7, Resulting Contract Clauses, of the bid solicitation required to be performed outside 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.justice.gc.ca/eng/acts/N-4/.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3 – Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 2 to Part 3 – Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

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.

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their bid, Bidders should provide:

1. Their legal name;
2. Their Procurement Business Number (PBN);
3. The name of the contact person (provide also this person's mailing address, phone number and email address) authorized by the Bidder to enter into communication with Canada with regards to their bid, and any contract that may result from their bid; and
4. For Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and if the answer is yes, the required information.
5. The Company Security Officer must ensure through the Contract Security Program that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security Requirements.

ATTACHMENT 1 TO PART 3
PRICING SCHEDULE

The Bidder must complete this Pricing Schedule and include it in its financial bid once completed.

As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below, its quoted firm all-inclusive rates (in Cdn $) for their proposed resources.

The quoted firm all-inclusive rates must be provided for both methods of delivery [per diem rates for in-person classroom training (CT) AND hourly rates for virtual classroom training (VCT)] and must not decrease from one year to the next optional year.

The rates must be the same for all proposed resources.

The rates specified below, when quoted by the Bidder, are to be firm all-inclusive rates (per diem rates for CT and hourly rates for VCT) and must also include all pre and post classroom tasks, meetings and any required training as identified in the Statement of Work at Annex A.

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

a. work described in Part 7 – Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. The *National Capital Act* is available on the Justice Website: http://laws.justice.gc.ca/eng/acts/N-4/;

b. any travel between the Contractor's place of business and the NCR; and

c. the relocation of resources to satisfy the terms of any resulting contract.

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

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

		FIRM ALL-INCLUSIVE PER DIEM RATES FOR IN-PERSON CLASSROOM TRAINING (CT) (in CDN $)	FIRM ALL-INCLUSIVE HOURLY RATES FOR VIRTUAL CLASSROOM TRAINING (VCT) (in CDN $)	VOLUMETRIC DATA	TOTAL (in CDN $)
		A	B	C	CT (D = A x C) VCT (D = B x C)
1	**Initial Contract Period - (From ______ to ______)** *(for a period of one year from date of contract award)*				
1a	Instructor (CT)		n/a	1 day	
1b	Instructor (VCT)	n/a		6 hours	
				Total - Initial Contract Period:	
2	**Optional Period 1 - (From ______ to ______)** *(for an additional one-year period)*				
2a	Instructor (CT)		n/a	1 day	
2b	Instructor (VCT)	n/a		6 hours	
				Total - Optional Period 1:	
3	**Optional Period 2 - (From ______ to ______)** *(for an additional one-year period)*				
3a	Instructor (CT)		n/a	1 day	
3b	Instructor (VCT)	n/a		6 hours	
				Total - Optional Period 2:	
4	**Optional Period 3 - (From ______ to ______)** *(for an additional one-year period)*				
4a	Instructor (CT)		n/a	1 day	
4b	Instructor (VCT)	n/a		6 hours	
				Total - Optional Period 3:	
5	**TOTAL EVALUATED PRICE (applicable tax(es) excluded):** (i.e., sum of: Total - Initial Contract Period + Total - Optional Period 1 + Total - Optional Period 2 + Total - Optional Period 3)				
6	**Applicable Tax(es)** Insert Tax amount(s), as applicable:				

ATTACHMENT 2 TO PART 3
ELECTRONIC PAYMENT INSTRUMENTS

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

( ) Direct Deposit (Domestic and International)

( ) Electronic Data Interchange (EDI)

( ) Wire Transfer (International Only)

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point rated technical criteria not addressed will be given a score of zero.

4.1.2 Financial Evaluation

4.1.2.1 The volumetric data included in the Pricing Schedule detailed in Attachment 1 to Part 3 are provided for bid evaluation price determination only. They are not to be considered as a contract guarantee.

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

4.2 Basis of Selection – Lowest Price per Point

1. To be declared responsive, a bid must:

   a) comply with all the requirements of the bid solicitation;

   b) meet all the mandatory technical evaluation criteria; and

   c) obtain the required minimum of 28 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 40 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

3. The evaluated price per point of a responsive bid will be determined by dividing its evaluated price by the overall score it obtained for all the point rated technical criteria detailed in Attachment 1 to Part 4.

4. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. In the event that two (2) or more responsive bids have the same lowest evaluated price per point, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4
EVALUATION CRITERIA

Definition of Financial Management

For the purpose of this requirement, the following definition is to be used when referring to "working in the area of financial management" within the mandatory and point-rated criteria below.

Definition: Working in the area of financial management includes performing a combination of at least three (3) of the following tasks:

- Performing duties in financial planning and budgeting, either in resource management (internal and/or external budgeting and reporting) or as part of a financial management advisory unit
- Providing financial guidance and recommendations to management or clients, using financial systems, including a salary forecasting system, for financial transactions, budgetary controls, and financial analysis, including costing and variance reporting
- Analyzing, interpreting, and applying financial management policy instruments, including delegation of authorities
- Overseeing financial operations (accounting operations, revenue management), grants and contributions programs and/or internal controls (fraud risk management, quality assurance, monitoring, financial policy and delegation)
- Preparing, analyzing and presenting financial information in documents such as Memoranda to Cabinet and Treasury Board submissions and reports such as the Estimates and Public Accounts of Canada
- Providing training related to financial management

1.0 MANDATORY TECHNICAL CRITERIA

The bid must meet all the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids that fail to meet all the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria (MT)		
Number	**Mandatory Technical Criterion**	**Cross Reference to Bidder's Proposal**
MT1	The Bidder must propose a minimum of two (2) resources, or more, that can deliver the finance courses in English and in French as per one of the following options: <u>Option 1</u>: Two (2) or more bilingual resources that can teach the courses in English and in French	

	OR Option 2: One (1) or more resources that can teach the courses in English AND one (1) or more resources that can teach the courses in French **OR** Option 3: One (1) or more resources that can teach the courses in English AND one (1) or more bilingual resources that can teach the courses in English and in French. In order to demonstrate this criterion, the Bidder must provide the following information: 1. Clearly indicate which option they are choosing 2. Provide the name of each proposed resource 3. Provide the language(s) in which each proposed resource can teach the courses	
MT2	The Bidder must demonstrate that each proposed resource has delivered, in the language(s) in which they have been proposed under MT1 above, a minimum of twenty-five (25) training days, within the last five (5) years, at the time of solicitation closing date, as an instructor in an adult learning classroom environment. A combination of in-person classroom training (CT) and virtual classroom training (VCT) must be demonstrated to show that each proposed resource has experience in delivering courses using both of these delivery methods. A minimum of three (3) training days per delivery method must be demonstrated for each proposed resource for a total minimum of twenty-five (25) training days. In order to demonstrate this criterion, the Bidder must provide the following information for each training course delivered by each proposed resource: 1. Resource name 2. Where (client name, organization name, email address and/or telephone number of client contact) the said training course was delivered 3. When (start and end dates [e.g. April 1, 2020 to April 3, 2020 = 3 days] of instruction along with the total number of days) the said training course was delivered 4. The course name and the course objective 5. Language of delivery of the course 6. Method of delivery of the course 7. In the case of a virtual delivery, the Bidder must also provide the length (in hours) of each session delivered	

	AND the delivery platform used (e.g., Webex, MS Teams, Zoom). Note: For virtual deliveries where multiple sessions were delivered, each session will be counted as a half day only when the length of a session is four (4) hours or less. Client references may be contacted to validate the training experience information provided. Each period must be distinct, meaning each delivery day cannot overlap any other delivery day. All training delivery, even though it might consist of the same course, will be considered.	
MT3	The Bidder must demonstrate that each proposed resource has a minimum of five (5) years of experience, within the last fifteen (15) years at the time of solicitation closing date, working in the area of financial management* within the federal public sector**. *See definition on page 18. **Working within the federal public sector includes as an employee and/or as a consultant. In order to demonstrate this criterion, the Bidder must provide the following information for each proposed resource: 1. Resource name 2. Where (client name, organization name, email address and/or telephone number of client contact) the said experience was obtained 3. When (start and end dates [month/year to month/year] of the engagement) the said experience was obtained 4. How (role and responsibilities during the engagement) the said experience was obtained Client references may be contacted to validate the experience information provided. Each period must be distinct, meaning each twelve- (12) month period cannot overlap any other twelve- (12) month period. Any months of experience listed whose timeframe overlaps that of another timeframe will only be counted once.	
MT4	The Bidder must certify that each proposed resource has the level of language proficiency required by the School to deliver the finance courses in the language in which they have been proposed under MT1 above.	

	Each proposed resource must be fluent in the written and spoken languages of English and/or French at the Advanced Level as specified in the Language Proficiency Grid in Appendix 1 to Annex A. In order to meet this criterion, the Bidder must certify that each of their proposed resources meets the above-noted requirement and include a copy of the signed certification below with their bid. Failure to do so will render the bid non-compliant. **Certification:** I, _______________ (first and last name), as the representative of _______________ (name of business), certify that all of our proposed resources are fluent in the written and spoken languages of English and/or French at the Advanced Level as specified in the Language Proficiency Grid in Appendix 1 to Annex A. _________________________ (signature of representative)	

2.0 POINT-RATED TECHNICAL CRITERIA

Bids that meet all the mandatory technical criteria will be evaluated and scored as specified in the table below.

For each point-rated technical criterion, scores will be totaled for each resource and then divided by the number of proposed resources to arrive at an average score for the specific criterion.

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

Point-Rated Technical Criteria (RT)				
Number	**Point-Rated Technical Criterion**	**Weighting (Points)**	**Maximum Points**	**Cross Reference to Bidder's Proposal**
RT1	The Bidder should demonstrate that each proposed resource has a valid professional designation as a Chartered Professional Accountant (CPA).	***Points will be allocated as follows:***	**5**	

	The Bidder should provide a copy of the certification (professional designation) with their proposal for each proposed resource. Failure to provide proof will result in no points.	*5 points for proof of certification provided per resource*		
RT2	The Bidder should demonstrate that each proposed resource has up to three (3) years of experience within the last ten (10) years, at the time of solicitation closing date, working in the area of financial management* as a senior manager or as an executive within the federal public sector**. *See definition on page 18. **Working within the federal public sector includes as an employee and/or as a consultant. In order to demonstrate this criterion, the Bidder should provide the following information for each proposed resource: 1. Resource name 2. Official title 3. Where (client name, organization name, email address and/or telephone number of client contact) the said experience was obtained 4. When (start and end dates [month/year to month/year] of the engagement) the said experience was obtained 5. How (role and responsibilities during the engagement) the said experience was obtained Client references may be contacted to validate the experience information provided. Each period must be distinct, meaning each twelve- (12) month period cannot overlap any other twelve- (12) month period. Any months of experience listed whose timeframe overlaps that of another timeframe will only be counted once.	***Points will be allocated as follows:*** *5 points per year of experience working in the area of financial management as a senior manager or as an executive within the federal public sector, up to a maximum of 15 points per resource*	**15**	
RT3	The Bidder should demonstrate that each proposed resource has experience in working in the area of financial management* in/with more than one (1)	***Points will be allocated as follows:***	**10**	

	federal public sector** department or agency. *See definition on page 18. **Working within the federal public sector includes as an employee and/or as a consultant. In order to demonstrate this criterion, the Bidder should provide the following information for each proposed resource: 1. Resource name 2. Where (client name, organization name, email address and/or telephone number of client contact) the said experience was obtained 3. When (start and end dates [month/year to month/year] of the engagement) the said experience was obtained 4. How (role and responsibilities during the engagement) the said experience was obtained Client references may be contacted to validate the experience information provided. Each period must be distinct, meaning each twelve- (12) month period cannot overlap any other twelve- (12) month period. Any months of experience listed whose timeframe overlaps that of another timeframe will only be counted once. Note that points will be awarded for the second and third department or agency. No points will be awarded for work performed in/with one (1) department or agency only.	*5 points per additional federal public sector department or agency, up to a maximum of 10 points per resource*		
RT4	The Bidder should demonstrate that each proposed resource has delivered, in the language(s) in which they have been proposed under MT1 above, up to ten (10) training days, within the last five (5) years, at the time of solicitation closing date, in providing instruction in the area of finance within the federal public sector*. The course(s) must have been delivered either in person or virtually.	***Points will be allocated as follows:*** *1 point per day of training, up to a maximum of 10 points per resource*	**10**	

	*Working within the federal public sector includes as an employee and/or as a consultant. To demonstrate this criterion, the Bidder should provide the following information for each training course delivered by each proposed resource: 1. Resource name 2. Where (client name, organization name, email address and/or telephone number of client contact) the said training course was delivered 3. When (start and end dates [e.g. April 1, 2020 to April 3, 2020 = 3 days] of instructing along with the total number of days) the said training course was delivered 4. The course name and the course objective 5. Language of delivery of the course 6. Method of delivery of the course 7. In the case of a virtual delivery, the Bidder must also provide the length (in hours) of each session delivered AND the delivery platform used (e.g., Webex, Microsoft Teams, Zoom). Note: For virtual deliveries where multiple sessions were delivered, a session will be counted as a half day only when the length of a session is four (4) hours or less. Client references may be contacted to validate the training experience information provided. Each period must be distinct, meaning each delivery day cannot overlap any other delivery day. All training delivery, even though it might consist of the same course, will be considered.			
Total of all the Point-Rated Technical Criteria:			**40**	
Overall minimum required score to obtain is 70% or 28 points				

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 Integrity declaration form available on the Forms for the Integrity Regime 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 specified 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 procurement agreement of the *Ineligibility and Suspension Policy* (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 Integrity Provisions – List of Names for Integrity Verification Form

Section 17 of the *Ineligibility and Suspension Policy* requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror's organizational structure:

- Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners;
- Bidders that are a partnership do not need to provide a list of names.

The *List of Names for Integrity Verification* Form can be found in Attachment 1 to Part 5.

5.2.3 Federal Contractors Program for Employment Equity – Bid Certification

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

5.2.4 Status and Availability of Resources

By submitting a bid, the Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.2.5 Education and Experience

By submitting a bid, the Bidder certifies that all the information provided in its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

ATTACHMENT 1 TO PART 5
CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Complete the on-screen form "List of names for integrity verification" at **(http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html)** or complete the form below:

Supplier Information / Renseignements sur le fournisseur	
* Supplier's Legal Name *(required)* / * Dénomination sociale du fournisseur *(obligatoire)*	
* Supplier's Address *(required)* / * Adresse du fournisseur *(obligatoire)*	
Supplier's Procurement Business No. (PBN) *(optional)* / Nº d'entreprise-approvisionnement (NEA) du fournisseur *(optionnel)*	
* Solicitation No. *(required)* / * Nº de l'invitation à soumissionner *(obligatoire)*	
* Date of Bid, or Closing Date of Invitation to Offer (yyyy/mm/dd) *(required)* / * Date de la soumission, ou de la date de clôture de l'invitation à soumissionner (aaaa/mm/jj) *(obligatoire)*	
List of Names / Liste de noms	
* Name 1 *(required)* / * Nom 1 *(obligatoire)*	* Title 1 *(required)* / * Titre 1 *(obligatoire)*
* Name 2 *(required)* / * Nom 2 *(obligatoire)*	* Title 2 *(required)* / * Titre 2 *(obligatoire)*
* Name 3 *(required)* / * Nom 3 *(obligatoire)*	* Title 3 *(required)* / * Titre 3 *(obligatoire)*
* Name 4 *(required)* / * Nom 4 *(obligatoire)*	* Title 4 *(required)* / * Titre 4 *(obligatoire)*
* Name 5 *(required)* / * Nom 5 *(obligatoire)*	* Title 5 *(required)* / * Titre 5 *(obligatoire)*
* Name 6 *(required)* / * Nom 6 *(obligatoire)*	* Title 6 *(required)* / * Titre 6 *(obligatoire)*
* Name 7 *(required)* / * Nom 7 *(obligatoire)*	* Title 7 *(required)* / * Titre 7 *(obligatoire)*
Declaration / Déclaration	
* I, (name) *(required)* / Je, * (nom) *(obligatoire)* :	
* (position) *(required)* / * (poste) *(obligatoire)* :	
* of (supplier's name) *(required)* / * à (nom de la société de l'entrepreneur) *(obligatoire)* :	
declare that the information provided in this form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted. / déclare que les renseignements inscrits dans ce formulaire sont, au meilleur de mes connaissances, véridiques, exactes et complètes. Je suis conscient que le défaut de fournir la liste des noms dans le délai prescrit rendra ma soumission ou mon offre irrecevable, ou autrement entraînera mon exclusion du processus d'attribution de l'accord immobilier ou du contrat. Je suis conscient que pendant l'évaluation des soumissions ou des offres, je dois, dans les 10 jours ouvrables, informer par écrit l'autorité contractante de toute modification de la liste des noms. Je suis également conscient qu'après l'attribution du contrat, je dois informer le Registraire d'inadmissibilité et de suspension dans les 10 jours ouvrables suivant tout changement à la liste de noms présentée.	
Signature / signature	Date (yyyy/mm/dd) / date (aaaa/mm/jj)

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:

    a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;

    b) the Bidder'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 Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearances will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) website.

PART 7 – RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization (TA)

The Work to be performed under the Contract will be on an “as and when requested basis” using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.1.1 TA Process

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization (TA) Form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and method of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor’s own risk.

7.1.1.2 TA Authority

To be validly issued, a TA must be signed by both the Project Authority AND the Contracting Authority.

7.1.1.3 Minimum Work Guarantee – All the Work – Task Authorizations

1. In this clause,

   “Maximum Contract Value” means the amount specified in the “Limitation of Expenditure” clause set out in the Contract; and

   “Minimum Contract Value” means 5% of the Maximum Contract Value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2035 (2022-05-12), General Conditions – Higher Complexity – Services, apply to and form part of the Contract, with the following changes:

- Wherever Public Works and Government Services Canada (PWGSC) revise to read "Canada School of Public Service (the School)" with the exception of article 41 Integrity Provisions – Contract where any reference to PWGSC remains.

7.2.2 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: __________ *[insert the name(s) at contract award]*

7.3 Security Requirements

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
   a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
   b. Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract award to _____. *[for a period of one year from date of contract award] [insert date at contract award]*

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, 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 within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

7.5 Authorities

7.5.1 Contracting Authority *[insert information at contract award]*

The Contracting Authority for the Contract is:

Name:
Title:
Organization:
Telephone:
Email address:

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.

7.5.2 Project Authority *[insert information at contract award]*

The Project Authority for the Contract is:

Name:
Title:
Organization:

Telephone:
Email 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.

7.5.3 Contractor's Representative *[insert information at contract award]*

Name:
Title:
Telephone:
Email address:

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment – Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized TA, in accordance with the Basis of Payment at Annex B.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only

For the requirements relative to travel described in Section 13.0 of the Statement of Work at Annex A: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (http://www.njc-cnm.gc.ca/directive/d10/en); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees", to a limitation of expenditure of $ 0.00*. Customs duties and Applicable Taxes are included.

*Note: At Contract award, the travel budget will be $0 as stated above. If travel is required, CSPS will issue a contract amendment to include a budget for travel into the Contract prior to issuing a TA which would require the Contractor's resource to travel in relation to the Work specified in the TA.

All travel must have the prior authorization of the Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Canada will not accept any travel and living expenses for:

a) 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.justice.gc.ca/eng/acts/N-4/;
b) Any travel between the Contractor's place of business and the NCR; and
c) Any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the Contractor's firm all-inclusive rates.

7.7.3 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of $ _______. *[insert amount at contract award]* Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
   a. when it is 75 percent committed, or
   b. four (4) months before the contract expiry date, or
   c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

   whichever comes first.

4. 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.

7.7.4 Method of Payment

For the Work specified in an authorized TA subject to a limitation of expenditure, the following method of payment will form part of the authorized TA:

Single Payment

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

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

7.7.5 No Responsibility to Pay for Work not performed due to Closure of Government Offices

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract 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.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises 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.

7.7.6 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department
C0705C (2010-01-11), Discretionary Audit
C3011T (2013-11-06), Exchange Rate Fluctuation

7.7.7 Electronic Payment of Invoices – Contract

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

[insert the information as specified by the Bidder in its bid, or delete if not applicable, at contract award]

7.8 Invoicing Instructions

1. 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.

2. Each invoice must reference the Contract number AND the Task Authorization (TA) number.

3. Invoices must be distributed as follows:

   a) The original must be emailed to the address shown on Page 1 of the Contract for certification and payment; and
   b) A Carbon Copy (cc) must be emailed to the Contracting Authority identified under the section entitled “Authorities” of the Contract.

7.9 Certifications and Additional Information

7.9.1 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.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in ____________. *[insert the name of the province or territory as specified by the Bidder in its bid, if applicable]*

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 general conditions 2035 (2022-05-12), General Conditions – Higher Complexity – Services;
(c) Annex A, Statement of Work;
(d) Annex B, Basis of Payment;
(e) Annex C, Security Requirements Check List (SRCL);
(f) the signed Task Authorizations (including all of its annexes, if any);
(g) the Contractor's bid dated _____ *[insert date of bid at contract award]*

7.12 Additional Resources

The Contractor may request that additional resources be added to the Contract, at the discretion of Canada, by providing all information and documents requested in Attachment 1 to Part 4 – Evaluation Criteria of the Request for Proposals (RFP) to the Contracting Authority. The information received for additional resources proposed will be evaluated in accordance with the Basis of Selection.

The firm all-inclusive rate(s) quoted for additional resources for the remaining years will have to meet the conditions of the article below entitled "Rates for Additional Resources".

7.13 Rates for Additional Resources

For additional resources approved by CSPS during the Contract period in accordance with article 7.12 above:

- The firm all-inclusive rate(s) for additional resources proposed must be the same as the firm all-inclusive rate(s) proposed in the Bidder's proposal for the same period.

7.14 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)
OR
SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.15 Insurance

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

7.16 Government Site Regulations

SACC Manual clause A9068C (2010-01-11) Government Site Regulations

7.17 Dispute Resolution

a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

ANNEX A
STATEMENT OF WORK

1. TITLE

Instructors to deliver virtual and in-person classroom training courses in finance

2. OBJECTIVE

The Canada School of Public Service (CSPS or the School) is seeking a Contractor to provide the services of instructors to deliver virtual classroom training (VCT) and in-person classroom training (CT) in finance in the National Capital Region (NCR), and at various locations across Canada, on an as-and-when-requested basis, in both official languages (English and/or French).

3. BACKGROUND

The Canada School of Public Service is the common learning service provider for the Public Service of Canada. It serves the common learning and development needs of public servants and helps ensure that all public service employees across Canada have the knowledge and skills they need to deliver results to Canadians.

The School is committed to promoting a strong corporate culture in the public service, fostering a culture of learning and being a catalyst and a resource for the ongoing development of the public service as a learning organization.

The School's Learning Programs supports leadership and professional development across the public service by identifying organizational needs and designing and delivering high-quality, practical programs that address the key developmental requirements of public service employees. It offers a number of courses, seminars and workshops to federal public servants across Canada to meet the needs of functional communities.

At the present time, the School's finance curriculum includes virtual and in-person courses. However, it should be noted that some in-person courses are currently being adapted for virtual delivery.

4. SCOPE

4.1 Virtual and in-person classroom training

The School requires the services of instructors to deliver virtual classroom training (VCT) and in-person classroom training (CT), on an as and when requested basis, in either English or in French. A description of the various courses follows below.

COURSE NAME AND CODE	ESTIMATED NUMBER OF COURSE OFFERINGS*	VCT COURSE LENGTH	CT COURSE LENGTH
F304 (COR210) – Applying Key Concepts in Financial Management	22**/year	2 sessions of 3 hours each	1 day
F405 – Managing Grants and Contributions	30**/year	TBD	3 days
F601 – Accounting and Control of Expenditures	12**/year	TBD	3 days

* The number of course offerings above are for information purposes only and do not constitute a Contractor guarantee. The number of course offerings could be higher or lower than estimated here.

**Estimated offerings per contract period: Approximately 75% of offerings are in English and 25% of offerings are in French.

4.1.1 Course Descriptions

F304 (COR210) – Applying Key Concepts in Financial Management

Understanding the fundamental rules and regulations that govern financial management frameworks is an essential component of the finance curriculum. This course connects the theory covered in F111 (COR211), F112 (COR212) and F113 (COR213) with the more practical aspects of public financial management, and is the last step in the required training for financial officers. Through application exercises, participants will be introduced to the tools currently used to manage finances within the federal government.

Topics include:

- Using government reports in making budgetary changes
- Making changes to program budgets partway through the financial cycle
- Reviewing variance reports
- Applying a delegation of spending chart to financial processes

Note: Instructors must become familiar with the prerequisite online self-paced courses F111 (COR211), F112 (COR212) and F113 (COR213) prior to teaching course F304 (COR210).

Course description for F111 (COR211) – Financial Management Control Frameworks: Understanding the fundamental rules and regulations that govern financial management frameworks is an essential component of the financial curriculum. This online self-paced course introduces key financial legislation, regulations and policies and their impact in the federal government work environment. Participants will learn about the role of financial specialists in managing public funds and the connections between financial specialists and other stakeholders.

Topics include:

- Exploring the legal and policy framework for financial management
- Defining the roles and responsibilities of the financial management players
- Understanding values and ethics in financial management
- Defining the rules and delegation of financial authority

Course description for F112 (COR212) – The Government Planning, Budgeting, Reporting and Evaluation Cycle: As the business of government undergoes continual change, having a big-picture understanding of financial management mechanisms is increasingly important. This online self-paced course provides an overview of the federal financial management life cycle, including the planning, budgeting, reporting and evaluation cycles. Participants will learn about the guiding principles that can help them to make informed decisions on matters of financial management in the federal government.

Topics include:

- Understanding the Departmental Plan (DP)
- Understanding the Departmental Results Report (DRR)
- Funding and budgeting cycles
- Monitoring financial statements and reports
- Using the Expenditure Management System (EMS)

Course description for F113 (COR213) – Financial Management Systems: The role of financial officers continues to evolve in step with a heightened focus on internal control, accountability, risk management and the demonstration of results. This online self-paced course explores the purpose and function of departmental financial management systems and their links with materiel management, program and other central systems. Participants will gain a basic understanding of financial management systems, their connection to central systems, and the importance of using reliable financial and non-financial information and controls.

Topics include:

- Discerning the purpose and use of financial management systems

- Exploring government policies on financial management
- Using effective controls and assuring reliability through financial information
- Tracing the relationship between financial management systems and central government systems

F405 – Managing Grants and Contributions

Properly managing grants and contributions programs is essential to ensuring good governance and oversight. This course explains the established process for effectively designing, administering and managing grants and contributions programs in the federal government. Participants will learn about the policies, directives and tools needed to properly administer a grants and contributions program, including its terms and conditions.

Topics include:

- Providing and administering a grants and contributions program
- Understanding relevant Treasury Board policies and directives
- Implementing terms and conditions

F601 – Accounting and Control of Expenditures

Financial responsibilities and controls are often delegated to others, so it is important to know how to reconcile the numbers at the end of each month. This course presents the essential steps of the accounting and control of expenditures process, including account verification, requisitioning and reporting. Participants will learn how to better advise managers on financial matters and contribute to departmental accounting projects.

Topics include:

- Unpacking delegation of authority
- Initiating expenditures through the commitment process
- Verifying accounts and requisitioning payments
- Understanding periodic control and financial reports
- Authorizing sensitive expenditures

4.2 Changes to the Curriculum

The School reserves the right to make changes to the curriculum during the period of the Contract. These changes could include, but are not limited to, the following:

- dissecting, reorganizing and reconstituting common content of the courses to create new stand-alone courses and products or a set of modules under a new banner

- revamping the courses
- changing the length of the courses
- changing the delivery approach
- updating the content, etc.

Such changes are not expected to impact the overall experience, core competencies or credentials required of finance course instructors.

5. TASKS FOR DELIVERY OF IN-PERSON CLASSROOM TRAINING (CT) AND VIRTUAL CLASSROOM TRAINING (VCT)

The Contractor and/or the Contractor's instructor(s) must consult and meet with the Project Authority (PA) and/or their designated representative, as required by the PA.

The Contractor's instructor(s) must provide, but are not limited to, the following tasks:

5.1 <u>In-Person Classroom Training (CT)</u>

5.1.1. Pre-course preparation

a. Work with the School's delivery team to ensure common focus, clarity of roles and expectations, and clarity of assignments.

b. Become familiar with the course method of delivery to meet School standards and attend training sessions with the School's learning programs team if requested to do so.

c. Attend train-the-trainer or coaching sessions, dry-run and pilot tests (if deemed necessary by the PA in case of updates to course content or delivery method).

d. Become familiar with the latest version of the course material prior to course delivery.

e. Keep up to date with changes to the acts, policies and directives.

f. Set up the classroom. This involves unpacking and distributing supplies and course materials to each participant, setting up and operating the audio-visual and information technology equipment (e.g., projector, personal computer and any other equipment required), preparing and positioning flip charts and easels, and setting up tables and chairs, as required.

g. Obtain approval from the PA prior to adding course content or disseminating material that is not included in the School course being offered.

h. Become familiar with the prerequisite online self-paced courses F111 (COR211) – Financial Management Control Frameworks, F112 (COR212) – The Government Planning, Budgeting, Reporting and Evaluation Cycle, and F113 (COR213) – Financial Management Systems prior to the delivery of course F304 (COR210).

5.1.2 Course delivery

a. Deliver the required course between 8:30 am and 4:30 pm (ET) (or another designated time as established by the PA). The instructor must be at the delivery location at **8:00 am at the latest (or 30 minutes prior to the designated course starting time)** to set up the classroom and greet the participants. The standard duration of an in-person classroom delivery is 7.5 hours.

b. Meet and greet the learners as they enter the classroom and circulate the attendance list for participants to sign.

c. Have walk-in participants fill out a course registration form (blank registration forms provided in the administrative folder).

d. Provide administrative (housekeeping) briefings to participants at the beginning of the training outlining location of fire exits, washrooms and lunchroom.

e. Deliver the required course in the designated official language through a balanced presentation blending both theory and practice, emphasizing practices in the presentation of the material and the ensuing discussions, presenting real-life situations, approaches and solutions over academic theory, engaging the participants and using practical examples that relate to their work.

f. Deliver the course according to the methodology described in the course material.

g. Maintain a pace that ensures participants are able to follow and understand the material while staying on schedule, making adjustments as necessary to the flow and timing, and focusing on optimizing learning for the participants while maintaining the integrity of the course.

h. Reinforce the key messages, values and goals underlying the course, ensuring that the participants understand the course objectives, describing how processes are interrelated, referring to the agenda so participants can follow along, and tracking group energy level.

i. Make effective use of questioning techniques to foster meaningful dialogue and insight that will lead to the desired outcomes and reinforce the course's key messages.

j. Answer participants' questions and provide help when required.

5.1.3 After course delivery

a. Remain at the training facility as needed to respond to any questions from participants.

b. Tidy up the classroom by recovering all surplus materials for recycling and discarding used flip charts and easel papers and supplies, etc.

c. Complete the instructor evaluation report after the course and put it in the administrative folder and box provided. The report includes the instructor's feedback, suggestions, revisions, insight, and advice on desirable or recommended changes to the course (in terms of content, flow, structure, etc.).

d. Gather and pack up any surplus course material, supplies, and the administrative folder (which includes the instructor evaluation report, the signed attendance list, and blank and completed course registration forms), in the box provided and place it at the front of the classroom for pick-up.

5.1.4 Health and safety in the workplace

a. Ensure that no hazards or threats exist in the classroom that could pose a risk to the physical health and safety of learners and participants. Take immediate action to address any emergency that occurs in the classroom.

b. Be familiar with the School and the building's emergency evacuation plans and procedures, and assist learners and participants in leaving the classroom and exiting the building in an orderly and safe manner.

c. Notify the PA regarding any health and safety concerns that need to be addressed by the School.

d. Attend meetings at the request of the PA on health and safety matters as required.

5.2 Virtual Classroom Training (VCT)

5.2.1 Pre-course preparation

a. Work with the School's delivery team to ensure common focus, clarity of roles and expectations, and clarity of assignments.

b. Become familiar with the course method of delivery to meet School standards and attend training sessions with the School's learning programs team if requested to do so.

c. Attend train-the-trainer or coaching sessions, dry-run and pilot tests (if deemed necessary by the PA in case of updates to course content or delivery method).

d. Become familiar with the latest version of the course material prior to course delivery.

e. Keep up to date with changes to the acts, policies and directives.

f. Isolate themselves in a room with no outside distractions to avoid background noise and interruptions.

g. Have a reliable high-speed internet connection.

h. Have a desktop or laptop computer with a camera and microphone or headset with a microphone connected to their computer. It is recommended to have two screens and a phone with earphones in case the microphone connected to the computer doesn't work.

i. Obtain approval from the PA prior to adding course content or disseminating material that is not included in the School course being offered.

j. Become familiar with the prerequisite online self-paced courses F111 (COR211) – Financial Management Control Frameworks, F112 (COR212) – The Government Planning, Budgeting, Reporting and Evaluation Cycle, and F113 (COR213) – Financial Management Systems prior to delivery of course F304 (COR210).

k. Become familiar with the platform used for the virtual delivery (e.g., WebEx Training, WebEx Meeting, Microsoft Teams, or Zoom, etc.) and make sure their computer is compatible prior to course delivery.

5.2.2 Course delivery

a. Deliver the required course between 8:30 am and 4:30 pm (ET) (or another designated time as established by the PA). The instructor must be connected virtually **30 minutes prior to the designated starting time of each session and is required to stay connected 30 minutes after the end of each session**. The standard duration of a virtual session is 3 hours. A course will have multiple sessions, delivered over a period of days, usually consecutively, if possible.

b. Meet and greet the producer when connecting to the virtual classroom and the learners as they enter the virtual classroom.

c. Deliver the required course in the designated official language through a balanced presentation blending both theory and practice, emphasizing practices in the presentation of the material and the ensuing discussions, presenting real-life situations, approaches and solutions over academic theory, engaging the participants and using practical examples that relate to their work.

d. Deliver the course according to the methodology described in the course material.

e. Maintain a pace that ensures participants are able to follow and understand the material while staying on schedule, making adjustments as necessary to the flow and timing, and focusing on optimizing learning for the participants while maintaining the integrity of the course.

f. Reinforce the key messages, values and goals underlying the course, ensuring that the participants understand the course objectives, describing how processes are interrelated, referring to the agenda so participants can follow along, and tracking group energy level.

g. Make effective use of questioning techniques to foster meaningful dialogue and insight that will lead to the desired outcomes and reinforce the course's key messages.

h. Answer participants' questions and provide help when required.

5.2.3 After course delivery

a. Remain online after the delivery as needed to respond to any questions from participants.

b. Complete the instructor evaluation report as requested by the School after the course (i.e., at the end of the last session). The report includes the instructor's feedback, suggestions, revisions, insight, and advice on desirable or recommended changes to the course (in terms of content, flow, structure, etc.).

6. DELIVERABLES

The Contractor's instructor must deliver the finance courses, upon request by the School, as specified in each Task Authorization (TA). The instructor must also provide the completed instructor evaluation report after the course delivery has been completed.

7. CLIENT SUPPORT

The Project Authority (PA) and/or their designated representative will provide the Contractor and/or the Contractor's instructor(s) with the following:

a. Establish and specify in each Task Authorization (TA) the work to be completed, including the delivery method, the course title(s), the course date(s) or schedule, the language of delivery and the location (if applicable).

b. Copies of all course materials (e.g., instructor's and participant's manuals, slides and hand-outs, etc.) as either hard copies or e-files through Moodle or another platform.

c. For virtual training, the School will provide participants with all necessary course materials (participant's manual, pre-course reading, slides, etc.) as e-files through Moodle or another platform.

d. Inform the Contractor and instructor(s) when adjustments to course materials or delivery methods are made.

e. Conduct quality assurance activities and provide feedback to the Contractor on the quality of the work of their instructor(s).

f. Liaise with the Contractor on matters and issues relating to the management of the contract and/or any other issues that may arise (e.g., level of satisfaction with services received).

g. Translate and publish documents needed to prepare for the course delivery or to deliver the course itself.

h. Ensure that finance courses and documents are provided in accessible formats, and inform the instructor(s) when accessibility requirements apply to a participant, as and when required.

i. Any other assistance or support, as required.

In addition:

j. For in-person training, the School will make all logistical arrangements: book room and provide equipment and supplies, as required; print necessary materials; confirm participant attendance; and provide access to delivery facilities, as required.

k. For virtual training, the School will provide the instructor(s) with the following support during each virtual course session delivery:

a. create the virtual learning sessions
b. invite participants
c. provide the link to the sessions and to Moodle (or another platform), for the course material, prior to the course date
d. provide technical support before and during the sessions
e. answer any technical questions
f. provide backup support, as needed
g. take attendance of all participants

l. The School will also provide the technology required to deliver the virtual course to a group of participants, using delivery platforms such as, but not limited to, WebEx Training, WebEx Meeting, Zoom or Microsoft Teams.

8. MEETINGS

The Contractor and/or the Contractor's instructor(s) must attend meetings throughout the lifespan of the contract, at the request of the Project Authority, on an as required basis. Meetings will be held by teleconference, videoconference or in person. The Project Authority will be responsible for coordinating all meetings with the Contractor and/or the Contractor's instructor(s).

9. COURSE EVALUATION RESULTS

All instructional services will be subject to ongoing evaluation. An evaluation questionnaire will be sent to learners to complete after the course delivery and/or following a course observation done by the School's evaluation team. The Project Authority has the right to refuse any resource who receives an evaluation rating (based on the instructor-related indicators) below the average rate of 8.5 out of 10 for any delivered course. In such a case, the Contractor will be informed and must immediately replace the resource upon request from the Project Authority.

10. LOCATION OF WORK

It is anticipated that the majority of the training will be required in the National Capital Region (NCR). In the NCR, classroom training (CT) will be held on School premises at any of the following locations:

- 111 Sussex Drive, Ottawa, Ontario
- any other location within the NCR, as determined by the Project Authority

In addition, the Contractor's instructor(s) may be required to deliver classroom training (CT) at other locations across Canada, if needed.

Delivery of virtual classroom training (VCT) is to be performed remotely from the Contractor's instructor's chosen location across Canada as long as the instructor meets the requirements mentioned at 5.2.1 (f) to (h) and 5.2.2 (a) above.

11. LANGUAGE OF WORK

Courses must be delivered in either of the official languages of Canada as described herein. Hence, the Contractor's instructor(s) must be fluent in the written and spoken languages of English and/or French at the Advanced Level, as specified in Appendix 1 to Annex A.

The *Official Languages Act* (OLA) and Treasury Board of Canada Secretariat policies and publications pertaining to OLA can be viewed by accessing the following websites: https://laws-lois.justice.gc.ca/eng/acts/o-3.01/ and https://www.tbs-sct.gc.ca/pol/topic-sujet-eng.aspx?ta=36

12. SPECIAL REQUIREMENTS AND/OR CONSTRAINTS

The Contractor's instructor(s) must:

- Be physically and mentally prepared to deliver the course
- Wear appropriate business attire
- Allow observers into the classroom, if requested by the School, as part of the feedback or onboarding process of new instructors
- Treat all participants with respect, dignity and fairness
- When informed by the School of special accommodation or accessibility needs, comply with the School's accommodations policy and strategies (to be communicated on a case-by-case basis), whether the functional limitations of a participant are visible (e.g., mobility impairment) or non-visible (e.g., learning disability)
- Use professional language that is appropriate to the context of the subject matter being taught
- Refrain from soliciting business or competitive advantages from participants (such as distributing business cards, advertising, selling products, offering prize draws)
- Refrain from making negative comments about the course materials, the School or the federal government
- Discuss with the Project Authority their comments or concerns about the quality, accuracy or relevancy of any part of the course content, and include these comments in the instructor evaluation report
- Agree to promote or distribute School marketing materials in the classroom, if requested to do so by the School

13. TRAVEL AND LIVING

There are no travel requirements for virtual classroom course delivery or in-person classroom course deliveries within the National Capital Region (NCR), therefore none will be reimbursed.

The Contractor’s instructor(s) may be required to travel to various locations across Canada to deliver in-person classroom training during the period of the Contract. Any travel for in-person classroom course deliveries outside of the NCR will be clearly specified in the Task Authorization (TA).

If travel is required outside the NCR, the School will reimburse travel and living expenses in accordance with the National Joint Council Travel Directive.

The National Joint Council Travel Directive is available at the following link:
http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php

14. CANCELLATION NOTIFICATION

The Project Authority or their designated representative will notify the Contractor in the event of a course cancellation five (5) working days prior to the scheduled course delivery, with no financial penalties for the School.

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

The School will incur no financial penalties for virtual and/or in-person classroom training that is rescheduled within five (5) working days prior to the scheduled course delivery.

APPENDIX 1 TO ANNEX A
LANGUAGE PROFICIENCY GRID

Legend	Oral	Comprehension	Written
Basic	A person speaking at this level can: • ask and answer simple questions; • give simple instructions; and • give uncomplicated directions relating to routine work situations.	A person reading at this level can: • fully understand very simple texts; • grasp the main idea of texts about familiar topics; and • read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.	A person writing at this level can: • write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: • sustain a conversation on concrete topics; report on action taken; • give straightforward instructions to employees; and • provide factual descriptions and explanations.	A person reading at this level can: • grasp the main idea of most work-related texts; • identify specific details; and • distinguish main from subsidiary ideas.	A person writing at this level can: • deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: • support opinions and understand and express hypothetical and conditional ideas.	A person reading at this level can: • understand most complex details, inferences and fine points of meaning; and • have a good comprehension of specialized or less familiar material.	A person writing at this level can: • write texts where ideas are developed and presented in a coherent manner.

ANNEX B
BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

A- Contract Period (from _____ to _____) *[for a period of one year from date of contract award] [insert date at contract award]*

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

1.0 Professional Fees

The Contractor will be paid firm all-inclusive rates as follows: *[insert information at contract award]*

NAME OF RESOURCES	FIRM ALL-INCLUSIVE DAILY RATE FOR CT (IN CDN $)	FIRM ALL-INCLUSIVE HOURLY RATE FOR VCT (IN CDN $)

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only

For the requirements relative to travel described in the Statement of Work in Annex A:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided 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". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Canada will not accept any travel and living expenses for:

a. 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.justice.gc.ca/eng/acts/N-4/;
b. any travel between the Contractor's place of business and the NCR; and
c. any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the firm all-inclusive rates specified above.

B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

1.1 Professional Fees

The Contractor will be paid firm all-inclusive rates as follows: *[insert information at contract award]*

B-1 Optional Period 1 (From _____ to _______) *[insert date at contract award]*

NAME OF RESOURCES	FIRM ALL-INCLUSIVE DAILY RATE FOR CT (IN CDN $)	FIRM ALL-INCLUSIVE HOURLY RATE FOR VCT (IN CDN $)

B-2 Optional Period 2 (From _____ to _______) *[insert date at contract award]*

NAME OF RESOURCES	FIRM ALL-INCLUSIVE DAILY RATE FOR CT (IN CDN $)	FIRM ALL-INCLUSIVE HOURLY RATE FOR VCT (IN CDN $)

B-3 Optional Period 3 (From _____ to _______) *[insert date at contract award]*

NAME OF RESOURCES	FIRM ALL-INCLUSIVE DAILY RATE FOR CT (IN CDN $)	FIRM ALL-INCLUSIVE HOURLY RATE FOR VCT (IN CDN $)

ANNEX C
SECURITY REQUIREMENTS CHECK LIST (SRCL)

See the following.

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 **CSPS**	2. Branch or Directorate / Direction générale ou Direction BEASB
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

The services of a Contractor are needed to provide instructors to deliver Finance courses in-person on CSPS premises and/or other federal organization premises and/or virtually from the instructor's location of choice, and/or in a virtual classroom set-up by CSPS.

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

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

	No / Non	Yes / Oui
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)	✔	
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.		✔
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?	✔	

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	**NATO / OTAN**	**Foreign / Étranger**
✔	☐	☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions / Aucune restriction relative à la diffusion ✔	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
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

Canada	NATO / OTAN	Foreign / Étranger
PROTECTED A / PROTÉGÉ A ☐	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ ☐	PROTECTED A / PROTÉGÉ A ☐
PROTECTED B / PROTÉGÉ B ☐	NATO RESTRICTED / NATO DIFFUSION RESTREINTE ☐	PROTECTED B / PROTÉGÉ B ☐
PROTECTED C / PROTÉGÉ C ☐	NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐	PROTECTED C / PROTÉGÉ C ☐
CONFIDENTIAL / CONFIDENTIEL ☐	NATO SECRET / NATO SECRET ☐	CONFIDENTIAL / CONFIDENTIEL ☐
SECRET / SECRET ☐	COSMIC TOP SECRET / COSMIC TRÈS SECRET ☐	SECRET / SECRET ☐
TOP SECRET / TRÈS SECRET ☐		TOP SECRET / TRÈS SECRET ☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐

PART A *(continued)* / PARTIE A *(suite)*

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
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 :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No / Non ☐ Yes / Oui
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 :

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

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

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☐ CONFIDENTIAL CONFIDENTIEL	☐ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET– SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ 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? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☐ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

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? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

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

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? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

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? ☑ No / Non ☐ Yes / Oui
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?

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

Government of Canada / Gouvernement du Canada

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

PART C - *(continued)* / PARTIE C - *(suite)*

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
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, classifier 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, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX D
TASK AUTHORIZATION (TA) FORM

TASK AUTHORIZATION (TA) FORM - FORMULAIRE D'AUTORISATION DE TÂCHE (AT)		
Contract Number - Numéro du contrat		
TA No. - N° de l'AT		
Contractor's Name and Address - Nom et adresse de l'entrepreneur		
Original Authorization - Autorisation originale		
Total Estimated Cost of Task (including applicable taxes) before any revisions: Coût estimatif total de la tâche (taxes applicable incluses) avant toutes révisions :		$
TA Revisions Previously Authorized(as applicable) - **Révisions de l'AT autorisées précédemment** (s'il y a lieu)		
Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc). If no increase or decrease was authorized, enter $0.00. Add rows, as needed. - Instructions à l'attention de la personne responsable de l'autorisation d'une AT: les révisions autorisées précédemment doivent être présentées par ordre croissant des numéros de révision attribués (la première révision doit être identifiée par le numéro 1, la seconde par le numéro 2, et ainsi de suite). Si aucune augmentation ou diminution n'a été autorisée, inscrire 0.00$. Au besoin, ajouter des rangées.		
TA Revision No. - N° de Révision de l'AT :		Authorized Increase or Decrease (including applicable taxes) / Augmentation ou réduction autorisée (taxes applicable incluses) : $
TA Revision No. - N° de Révision de l'AT :		Authorized Increase or Decrease (including applicable taxes) / Augmentation ou réduction autorisée (taxes applicable incluses): $
New TA Revision (as applicable) - Nouvelle révision de l'AT (s'il y a lieu)		
Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter $0.00. - Instructions à l'attention de la personne responsable de l'autorisation d'une AT: la première révision doit être identifiée par le numéro 1, la seconde par le numéro 2, et ainsi de suite. Si aucune augmentation ou diminution n'est autorisée, inscrire 0.00$		
TA Revision No. - N° de Révision de l'AT :		Authorized Increase or Decrease (including applicable taxes) / Augmentation ou réduction autorisée (taxes applicable incluses): $
Total Estimated Cost of Task (including applicable taxes) after this revision / Coût estimatif total de la tâche (taxes applicable incluses) après cette révision :		$

Contract Security Requirements (as applicable) - Exigences du contrat relatives à la sécurité (s'il y a lieu)

This task includes security requirements. - Cette tâche comprend des exigences relatives à la sécurité:

☐ No - Non
☐ Yes – Oui, (Refer to the Security Requirements Checklist (SRCL) annex of the Contract – Voir l'annexe du contrat comprenant la Liste de vérification des exigences relatives à la sécurité (LVERS).

Remarks (as applicable) - Remarques (s'il y a lieu):

Required Work - Travaux requis

The content of sections A, B, C and D below must be in accordance with the Contract. Le contenu des sections A, B, C et D ci-dessous doit être conforme au contrat.

SECTION A - Task Description of the Work required - Description de tâche des travaux requis

SECTION B - Applicable Basis of Payment - Base de paiement applicable

X TA Subject to a Limitation of Expenditure – AT assujettie à une limitation des dépenses

SECTION C - Cost Breakdown of Task - Ventilation du coût de la tâche

Resource's Name / Nom de la ressource	Firm all-Inclusive Daily Rate for CT or Hourly Rate for VCT - in accordance with Annex B of the Contract / Tarif journalier ferme tout compris pour la FC ou Tarif horaire ferme tout compris pour la FCV - en accord avec l'annexe B du contrat	Level of Effort (in days or hours) / Niveau d'effort (en jours ou en heures)	Total
	$		$
Total Estimated Cost of Professional Fees subject to a limitation of Expenditures - Coût total estimatif des honoraires professionnels assujettie à une limitation des dépenses			$
Applicable Taxes - Taxes applicables			$
Total Estimated Cost - Coût total estimatif			$
Total Estimated Cost of Authorized Travel and Living Expenses subject to a Limitation of Expenditures (if applicable) - Coût total estimatif des frais autorisés de déplacement et de subsistence assujettie à une limitation des dépenses (s'il y a lieu)			$
TOTAL ESTIMATED COST OF TA - COÛT TOTAL ESTIMATIF DE L'AT			$

SECTION D - Applicable Method of Payment - Méthode de paiement applicable
X Single Payment – Paiement unique

Authorization - Autorisation

By signing this TA, the Project Authority and the CSPS Contracting Authority certify that the content of this TA is in accordance with the Contract.

En apposant sa signature sur cette AT, le chargé de projet et l'autorité contractante de l'EFPC attestent que le contenu de cette AT respecte les conditions du contrat.

Name of Project Authority - Nom du chargé de projet : ____________________

Signature ____ Date ____________________

Name of Contracting Authority - Nom de l'autorité contractante : ___________________

Signature ____ Date ____________________

Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

____

Signature ____ Date ____________________