



**RETURN BIDS TO:**

[IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca](mailto:IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca)

**Attn: Jodie Thomas**

**FOR ELECTRONIC BIDS:**

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

**IMPORTANT NOTICE TO SUPPLIERS**

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**REQUEST FOR PROPOSAL**

**Proposal To: Citizenship and Immigration Canada**

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

**Instructions : See Herein**

**Instructions: Voir aux présentes**

**Issuing Office – Bureau de distribution**

**Citizenship and Immigration Canada**

**Procurement and Contracting Services**

**70 Crémazie**

**Gatineau, Québec K1A 1L1**

<b>Title – Sujet</b>	
<b>Managing Successful Programmes® Training</b>	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
<b>CIC-155632</b>	<b>January 18 2023</b>
<b>Solicitation Closes – L'invitation prend fin at – à</b>	<b>Time Zone</b>
<b>2:00 PM</b>	<b>Fuseau horaire</b>
<b>on – February 16 2023</b>	<b>EST</b>
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine: <input type="checkbox"/></b>	<b>Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/></b>
<b>Address Inquiries to: - Adresser toutes questions à :</b>	
<a href="mailto:IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca">IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca</a>	
<b>Telephone No. – N° de téléphone :</b>	
<b>343-553-7603</b>	
<b>Destination – of Goods, Services, and Construction:</b>	
<b>Destination – des biens, services et construction :</b>	
See Herein	
<b>Delivery required - Livraison exigée</b>	
<b>See Herein</b>	
<b>Vendor/firm Name and address</b>	
<b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur</b>	
<b>Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
<b>(type or print)/ (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

**The bid solicitation is divided into seven parts plus attachments 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, Financial and Other 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.

### **1.2 Summary**

1.2.1 This bid solicitation is being issued to fulfill the requirement of the Department of Citizenship and Immigration Canada, hereinafter known as Immigration, Refugees and Citizenship Canada (IRCC) to acquire training in the area of Managing Successful Programmes® (MSP®) Framework. The Contractor must also provide the corresponding certification to successful participants in the course offering.

#### **1.2.2 Single Task Authorization-Based Contract**

Canada is seeking to establish a contract for Managing Successful Programmes® (MSP®) Framework Training on an “as and when requested” basis, as defined in Appendix "D", Statement of Work, for three (3) years including all options.

1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

1.2.4 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 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 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 fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or in person.

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

### **1.4    Mandatory Requirements**

Where the words “must”, “shall” or “will” appear in this RFP, the clause is to be considered as a mandatory requirement.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All Immigration, Refugees and Citizenship Canada (IRCC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out on the [IRCC Website](#).

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the [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 [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

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

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

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 business 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### 2.4 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.

## 2.5 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.





## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- Section I:      Technical Bid (one (1) electronic copy via email)
- Section II:     Financial Bid (one (1) electronic copy via email)
- Section III:    Certifications (one (1) electronic copy via email)

**Canada requests that respondents submit their response in unprotected (i.e. no password) PDF format by email. Complete size of emails containing a response must not exceed 10MB. Emails exceeding 10MB will not be received. Should the size of email(s) exceed 10MB, respondents must contact the Contracting Authority at least 48 hours prior to the closing date to discuss alternatives.**

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

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

- (a)      use a numbering system that corresponds to the bid solicitation; and
- (b)      page numbering must be used on the bottom right of each page of the proposal

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must:

- (i)      demonstrate how the bidder's proposed goods and/or services meet the accessibility requirement at delivery; or
- (ii)     describe how the bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

#### **Section I:      Technical Bid**

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria



under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Appendix “E”, Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix “I”, Vendor Information and Authorization and include it with their bid:

1. Their legal name;
2. Their [Business Number](#) (BN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
  - a) their bid; and
  - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's firm all-inclusive unit rates in response to this RFP and resulting contract must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, course materials, participant certification costs, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in Appendix “E”, Basis of Payment.

### **3.2 SACC Manual Clauses**

#### **C3011T (2010-01-11) - Exchange Rate Fluctuation**

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

## **Section III: Certifications**

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

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

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Mandatory Technical Criteria (MT)				
<b>NOTE TO BIDDER: Beside each criterion, write the relevant page number(s) from your proposal that addresses the identified requirement</b>				
Item	Criteria	Bidder Response	MET / NOT MET	Cross Reference to Proposal (Page#)
MT1	<p>Bidder must demonstrate that they have provided a minimum of 10 project management (e.g. PMBOK, PRINCE2) training courses within 10 years of the bid closing date to federal public servants.</p> <p>To demonstrate compliance, at the time of bid closing, the Bidder must submit the following for each example:</p> <ul style="list-style-type: none"> <li>a. Name of the client</li> <li>b. Address of the client</li> </ul>			



	<ul style="list-style-type: none"> <li>c. Date the course was administered (in MM-YYYY to MM-YYYY format)</li> <li>d. Tasks that were performed as part of the training</li> </ul>			
MT2	<p>Bidder must demonstrate that they have provided a minimum of three (3) “Managing Successful Programmes®” training courses within five (5) years of the bid closing date to federal public servants.</p> <p>To demonstrate compliance, at the time of bid closing, the Bidder must submit the following for each example:</p> <ul style="list-style-type: none"> <li>a. Name of the client</li> <li>b. Address of the client</li> <li>c. Date the course was administered (in MM-YYYY to MM-YYYY format)</li> <li>d. Tasks that were performed as part of the training</li> </ul>			

#### 4.1.1.2 Point Rated Technical Criteria

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Point Rated Technical Criteria (RT) - Scores			
<p><b>NOTE TO BIDDER: Beside each criterion, write the relevant page number(s) from your proposal that addresses the identified requirement. Point rated technical criteria not addressed will be given a score of zero.</b></p>			
Item	Criteria	Rating Standards	Cross Reference to



			Proposal (Page#)
RT1	<p>The Bidder should demonstrate that they have administered more than three (3) “Managing Successful Programmes®” training courses within five (5) years of the bid closing date.</p> <p>To demonstrate compliance, at the time of bid closing, the Bidder must submit the following for each example:</p> <ol style="list-style-type: none"> <li>Name of the client</li> <li>Address of the client</li> <li>Date the course was administered (in MM-YYYY to MM-YYYY format)</li> <li>Tasks that were performed as part of the training</li> </ol>	<p>Points will be awarded as follows:</p> <p>4 courses = 1 point            5 courses = 2 points            6 courses = 3 points            7 courses = 4 points            8+ courses = 5 points</p> <p>A maximum of <b>5 points</b> will be allotted for this criterion</p>	
RT2	<p>The Bidder should demonstrate that they have provided a minimum of one (1) “Managing Successful Programmes® 5<sup>th</sup> Edition” training course since its publication in 2020.</p> <p>To demonstrate compliance, at the time of bid closing, the Bidder must submit the following for each example:</p> <ol style="list-style-type: none"> <li>Name of the client</li> <li>Address of the client</li> <li>Date the course was administered (in MM-YYYY to MM-YYYY format)</li> <li>Tasks that were performed as part of the training</li> </ol>	<p>Points will be awarded as follows:</p> <p>1 course = 1 point            2 courses = 2 points            3 courses = 3 points            4 courses = 4 points            5+ courses = 5 points</p> <p>A maximum of <b>5 points</b> will be allotted for this criterion</p>	
RT3	<p>The bidder should demonstrate that they have provided a minimum of one (1) “Managing Successful Programmes® 5<sup>th</sup> Edition” training courses to Federal Public Servants since its publication in 2020.</p> <p>To demonstrate compliance, at the time of bid closing, the Bidder must submit the following for each example:</p> <ol style="list-style-type: none"> <li>Name of the client/department/agency</li> <li>Address of the client</li> <li>Date the course was administered (in MM-YYYY to MM-YYYY format)</li> <li>Tasks that were performed as part of the training</li> </ol>	<p>Points will be awarded as follows:</p> <p>1 course = 1 point            2 courses = 2 points            3 courses = 3 points            4 courses = 4 points            5+ courses = 5 points</p> <p>A maximum of <b>5 points</b> will be allotted for this criterion</p>	
RT4	<p><b>Anti-racism and diversity activities within the Bidder’s organization</b></p> <p>The Bidder should demonstrate they have promoted anti-racism and diversity through the following corporate activities within the organisation:</p> <ol style="list-style-type: none"> <li>The Bidder has internally published policies or commitments on anti-racism and inclusiveness. The Bidder must provide the following with the bid:</li> </ol>	<p>The Bidder will allocated a maximum of <b>five (5) points</b> (1 point for each activity)</p>	



	<ul style="list-style-type: none"> <li>(i) A description of the policy or commitment; and</li> <li>(ii) A copy of the policy or the commitment documents including their effective date.</li> </ul> <p>b. The Bidder's employees are mandated to take mandatory training on anti-racism. The Bidder must provide the following with the bid</p> <ul style="list-style-type: none"> <li>(i) A description of the training;</li> <li>(ii) The name of the training course;</li> <li>(iii) The name of the service provider; and</li> <li>(iv) A copy of the course outline (if developed internally).</li> </ul> <p>c. The bidder's employees are mandated to take unconscious bias training. The Bidder must provide the following with the bid:</p> <ul style="list-style-type: none"> <li>(i) A description of the training;</li> <li>(ii) The name of the training course;</li> <li>(iii) The name of the service provider; and</li> <li>(iv) A copy of the course outline (if developed internally)</li> </ul> <p>d. The bidder has publicly available organisational commitments to a diverse workforce. The Bidder must provide the following with the bid:</p> <ul style="list-style-type: none"> <li>(i) A description of the commitment;</li> <li>(ii) A copy of the commitment documents including their effective date.</li> </ul> <p>e. The bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce. The Bidder must provide the following with the bid:</p> <ul style="list-style-type: none"> <li>(i) A description of the strategy(ies);</li> <li>(ii) Copies of job postings or other staffing/recruitment documents demonstrating compliance with the criterion</li> </ul>		
<b>Total Points (RT1 + RT2 + RT3 + RT4)</b>			<b>/20</b>

#### 4.1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Basis of Payment, Appendix "E" will be used. The Bidder must provide all inclusive fixed unit prices for the Managing Successful Programmes® Framework Training being proposed in accordance with the bid solicitation, for the initial contract period and option periods.



The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

The “TOTAL EVALUATED PRICE” in Annex “E”, Basis of Payment, excluding taxes, will be used to determine the financial evaluation score.

### **4.1.3 Formulas in Pricing Schedule**

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

## **4.2 Basis of Selection**

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

4.2.1.2 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria;

4.2.1.3 Bids not meeting (a) or (b) will be declared non-responsive.

4.2.1.4 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

4.2.1.5 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%

4.2.1.6 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

4.2.1.7 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.1.8 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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



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

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





## **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 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, 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 property agreement of the [Ineligibility and Suspension Policy](#), 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**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide a completed List of Names in the Integrity Verification form available on the [Integrity Regime website](#), to be given further consideration in the procurement process.

#### **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 webpage.

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.

### **Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



## **PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

There is no security requirement associated with this solicitation



## PART 7 - RESULTING CONTRACT CLAUSES

### APPENDIX “A”, GENERAL TERMS AND CONDITIONS

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

#### **A1. Standard Acquisition Clauses and Conditions Manual**

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

**A1.1** An electronic version of the [SACC Manual](#) is available on the Buy and Sell Website.

**A1.2** An electronic version of the Immigration, Refugees and Citizenship Canada (CIC) Contract Terms and Conditions is available on the [IRCC Website](#).

#### **A2. Terms and Conditions of the Contract**

**A2.1** The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

#### **A3. General Conditions**

**A3.1** General Conditions [CIC-GC-001 \(2020-12-02\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.



## APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

### B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “B” – Supplemental Terms and Conditions;
- c) Appendix “A” – General Terms and Conditions;
- d) Appendix “C” – Terms of Payment – Task Authorizations;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment
- g) Appendix “F” – Vendor Information and Authorization Form;
- h) Appendix “G” – Task Authorization Form
- i) the Contractor's proposal dated \_\_\_\_\_(TBD)

### B2. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
<i>A9117C</i>	<i>2007-11-30</i>	<i>T1204 - Direct Request by Customer Department</i>
<i>A9116C</i>	<i>2007-11-30</i>	<i>T1204 Information Reporting by Contractor</i>
<i>C0705C</i>	<i>2010-01-11</i>	<i>Discretionary Audit</i>

### B3. Security Requirement

There is no security requirement associated with the requirement.

### B4. Period of Contract

The period of the Contract is from date of contract award to March 1, 2024.

#### B4.1 Option to Extend the Contract

The Contractor grants Canada, the irrevocable right to extend the term of the Contract by up to two (2) 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 Appendix “E”, Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



## **B4.2 Optional Quantities**

The Contractor grants to Canada the irrevocable option to increase the level of effort of the Contract as per Appendix “E”, Basis of Payment within the contract period under the same terms and conditions. The Contractor agrees that, during the options of the Contract, it will be paid in accordance with the applicable provisions 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 Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

## **B5. Termination on Thirty (30) Days Notice**

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

## **B6. Certifications / Compliance and Additional Information**

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.

## **B7. Insurance Requirements**

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

## **B8. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work in Appendix “D”.

## **B9. Authorities**

### **B9.1 Contracting Authority**

The Contracting Authority for the Contract is:

*<The Contracting Authority for the Contract is to be identified at Contract award>*



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.

## **B9.2 Project Authority**

The Project Authority for the Contract is:

*<The Project Authority for the Contract is to be identified at Contract award>*

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.

## **B9.3 Technical Authority**

*<The Technical Authority for the Contract is to be identified at Contract award>*

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

## **B9.4 Contractor's Representative**

*<The Contractor's Representative is to be identified at Contract award>*

## **B10. Proactive Disclosure of Contract with Former Public Servants**

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



## APPENDIX “C”, TERMS OF PAYMENT TASK AUTHORIZATIONS

### **C1. Task Authorization:**

The Work or a portion of 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.

#### **C1.1 Task Authorization Process:**

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form specified in Appendix “G”.
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 (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 2 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.

#### **C1.2 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%.
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.

#### **C1.3 Periodic Usage Reports – Contracts with Task Authorizations:**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.





The Contractor must provide this data in accordance with the reporting requirements detailed below or in Appendix "H ". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

### **Reporting Requirement- Details:**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, applicable taxes extra;
- iv. the total amount, applicable taxes extra, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

#### **For all authorized tasks:**

- i. the amount (applicable taxes extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, applicable taxes extra, expended to date against all authorized TA's.

## **C2. Basis of Payment**

For professional services requested by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive unit prices set out in Appendix "E", Basis of Payment, applicable taxes extra.

## **C3. Limitation of Expenditure – Cumulative 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 \$ \_\_\_\_\_. 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.

#### **C4. Method of Payment**

For each individual Task Authorization issued under the Contract that contains a maximum price:

- a) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice;
- b) Once Canada has paid the maximum price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the Task Authorization, all of which is required to be performed for the maximum price. If the work described in the Task Authorization is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum price, Canada is only required to pay for the time spent performing the work related to that Task Authorization/Contract.

#### **C5. Applicable Taxes**

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$\_\_\_\_\_ (*to be determined at contract award*), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

#### **C6. 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;

2. Invoices must be distributed as follows:

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



## **C7. Travel and Living Expenses**

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.;
- 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 price for professional fees specified above.



## APPENDIX “D”, STATEMENT OF WORK

### D1. Title

Managing Successful Programmes® training for employees of the Digital Strategy, Services and Innovation Sector.

### D2. Objective

The objective of this requirement is to ensure the standardization of best practices, methodologies and knowledge within the Digital Strategy, Services and Innovation (DSSI) sector. The Contractor must train Immigration, Refugees and Citizenship Canada (IRCC) staff in the area of Managing Successful Programmes® Framework (MSP® Framework) and provide the corresponding certification.

The MSP® Framework training objective will provide participants with a complete and practical understanding on how to manage a successful Programme as per the MSP® Framework and will grant the opportunity to practice essential aspects of Programmes management within the context of a virtual classroom.

### D3. Background

Within the DSSI, the Programme Delivery Branch was created to successfully deliver Phase 3 of the Digital Platform Modernization (DPM3) Programme for IRCC. The Programme Delivery Branch is responsible for various aspects of Programme delivery for DPM3, which include, but are not limited to:

- a. Procurement,
- b. Programme Change Requests,
- c. Risk and Issue Management,
- d. Oversight and Assurance,
- e. Human Resource Management,
- f. Schedule Management,
- g. Artifact Management.

Programme Management is relatively new to the Government Canada and is not yet a mature competency within IRCC. In order to ensure success of the DPM 3 Programme, the DSSI sector requires training to ensure the success of its resources and overall mandate.

A small number of IRCC staff have taken courses in Programme Management and gained certification in the Managing Successful Programmes® Framework (MSP® Framework). Based on the success of the training the Sector is seeking similar training for its staff in the same Programmes Framework to ensure consistent use of the MSP® Framework methodology.

### D4. Scope of Work

#### Managing Successful Programmes® Foundation Framework

The MSP® Foundation course administered by the Contractor must, at a minimum, cover the following key elements of Programme Management and the MSP® Framework:

- a. Describe programme management and explain the role of programmes in delivering business change.



- b. Explain the need and benefit of programme management.
- c. Review the core fundamental MSP® principles, themes, processes and scenarios and explain how to use them.
- d. Describe MSP®'s relationship to Transformational Change and Governance.
- e. Define the fundamental importance of the Governance Themes.
- f. Describe in detail the Transformational Flow including: inputs, outputs and purpose together with the correct sequence of processes within the flow.
- g. Describe the overall responsibilities of core roles with the programme.
- h. Explain how programme governance can be organized to suit different business environments.
- i. Detail how each of the Governance Themes allows organizations to put the correct people, organization structures and control/processes in place.
- j. Explain the MSP® defined Principles as applied to the Governance Themes and Transformational Flow.
- k. Produce definition, governance and planning documentation as defined in the MSP® manual.
- l. Have the required authorization to issue valid MSP® certifications to participants.

## **D5. Tasks**

The Contractor must:

- a. Deliver virtual training to IRCC participants between the hours of 9:00 a.m. and 4:30 p.m. (Eastern Time) using a virtual platform such as Microsoft Teams or WebEx. (Other platforms may be accepted subject to Project Authority prior approval).
- b. Deliver a course offering on Managing Successful Programmes® (MSP®) Foundation, 5th edition (or the most up to date version of MSP® Foundation).
- c. Each course offering must accommodate a maximum of up to ten (10) participants.
- d. Provide all learning materials to all participants no later than one (1) week in advance of the training.
  - i. Project Authority will be responsible with providing the Contractor with the names and contact information of participants.
- e. Coordinate via email with the participants to schedule all course offerings and will ensure participants are provided with a functional course access link.
- f. Administer the MSP® Foundations exams to participants.

## **D6. Deliverables**

The Contractor must:

- a. Provide the most up to date version of the MSP® Foundation course.
- b. Provide successful candidates with certifications in Programme Management - MSP® Foundation recognized by Axelos (publisher of the MSP® framework).



## **D7. Reporting and Governance**

The Contractor must facilitate and maintain regular communication with the Project Authority to ensure successful and timely delivery of the training. Status updates of the number of participants the Contractor has trained, as well as the number of participants who have successfully passed the MSP® Foundation exam, must be provided on a monthly basis, both verbally and in written format over the course of the Contract. Communication may include phone calls; electronic mail; and meetings (virtual). In addition, the Contractor must immediately notify the Project Authority of any issues, problems or areas of concern in relation to any work required under the Contract, as they arise.

## **D8. Official Languages**

All training courses and relevant materials must be delivered in English. The course administrator must be able to answer questions in both official languages.

## **D9. Travel**

All of the work will be delivered virtually to the National Capital Region (NCR). Travel costs within the NCR will not be reimbursed.

## **D10. Availability of Personnel**

The Contractor certifies that he/she, its employees and subcontractors will be available to commence performance of the work from the Contract award date and will remain available to perform the work in relation to the fulfillment of this requirement.

## **D11. Diversity**

IRCC is committed to making our Department more inclusive for everyone and fostering an equitable workplace culture that values diversity and creates an environment that is welcoming and rewarding for all. We encourage the businesses that work with us to reflect these values. More information can be found at:

<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service2.html>



### APPENDIX “E”, BASIS OF PAYMENT

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

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”.

Canada's total liability to the Contractor under the Contract shall not exceed **\$XX.xx, including all options, travel expenses and all applicable taxes.**

The Bidder must complete this pricing schedule and include it in its financial bid. Other than completing required section(s) in the pricing table below, the bidder must not make any other changes or alternations. By doing so will render the bidder’s response non-compliant and will be eliminated from the competition.

1. The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all-inclusive unit price (in Cdn \$) for the course offering identified.
2. The prices or rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
  - a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the [Justice Website](#);
  - b) any travel expenses for travel between the Contractor’s place of business and the NCR; and
  - c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
3. The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

TABLE A			
Category	(A) Estimated Level of Effort	(B) Firm All Inclusive Unit Price per Participant	(C) Subtotal for Table A (C) = (A)x(B)
<b>INITIAL CONTRACT PERIOD</b> From contract award - to March 31, 2024			
Managing Successful Programmes® Training	Up to 25 participants	To be provided by Bidder	To be provided by Bidder



<b>OPTION PERIOD 1</b> From: April 1 2024 to March 31 2025			
<b>Category</b>	<b>(A) Estimated Level of Effort</b>	<b>(B) Firm All Inclusive Price per Participant</b>	<b>(C) Subtotal for Table A (C) = (A)x(B)</b>
Managing Successful Programmes®* Training (Maximum of 10 participants per course offering)	Up to 25 participants	To be provided by Bidder	To be provided by Bidder
<b>OPTION PERIOD 2</b> From: April 1 2025 to March 31 2026			
<b>Category</b>	<b>(A) Estimated Level of Effort</b>	<b>(B) Firm All Inclusive R Price per Participant</b>	<b>(C) Subtotal for Table A (C) = (A)x(B)</b>
Managing Successful Programmes®* Training (Maximum of 10 participants per course offering)	Up to 25 participants	To be provided by Bidder	To be provided by Bidder
<b>TOTAL for TABLE A (sum of column C) :</b>			To be provided by Bidder

\*The firm all-inclusive unit pricing includes costs associated with course administrator fees, course materials, participant examination and certification costs.

<b>TABLE B – Optional Additional MSP® Training</b>			
<b>Category</b>	<b>(A) Estimated Level of Effort</b>	<b>(B) Firm All Inclusive Unit Price per Participant</b>	<b>(C) Subtotal for Table A (C) = (A)x(B)</b>
<b>CONTRACT PERIOD</b> From contract award - to March 31, 2026			
Managing Successful Programmes®* Training (Maximum of 10 participants per course offering)	Up to 75 participants	To be provided by Bidder	To be provided by Bidder
<b>TOTAL for TABLE B (sum of column C):</b>			To be provided by Bidder

\*The firm all-inclusive unit pricing includes costs associated with course administrator fees, course materials, participant examination and certification costs.

**TOTAL EVALUATED PRICE Table:**

<b>TABLE A – TOTAL (excluding taxes)</b>	To be provided by Bidder
<b>TABLE B – TOTAL (excluding taxes)</b>	To be provided by Bidder
<b>TOTAL EVALUATED PRICE = SUM OF TABLE A + TABLE B (excluding taxes)</b>	To be provided by Bidder





## APPENDIX “F”, VENDOR INFORMATION AND AUTHORIZATION FORM

### Vendor Name and Address

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#### Legal Status (incorporated, registered, etc.)

- Individual (Sole proprietor)  
 Privately owned corporation  
 Joint Venture or Corporate entity  
 Other (specify):

---

#### GST or HST Registration Number and Business Number (Revenue Canada)\

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#### Name and Title of Person authorized to sign on behalf of Vendor

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Each proposal must include a copy of this page properly completed and signed.



## APPENDIX “G”, TASK AUTHORIZATION FORM

TASK AUTHORIZATION REQUEST		
<b>1.0 Administrative Information:</b>		
Contractor :		
Contract Number: PO Number:	Task Authorization No.	Date:
<b>2.0 Description of Work to be performed:</b>		
Background:		
General Purpose and Scope:		
Tasks and Responsibilities:		
Deliverables:		
<b>3.0 Period of services</b>	From:	To:
<b>4.0 Work location</b>		
<b>5.0 Travel requirements</b>	N/A	
<b>6.0 Required Security Clearance</b>	<input type="checkbox"/> Reliability <input type="checkbox"/> Confidential <input type="checkbox"/> Secret <input checked="" type="checkbox"/> Not Applicable	
<b>7.0 Gov't furnished equipment/material</b>	N/A	
<b>8.0 Authorities</b>		
<b>CIC Project Authority</b>	<b>CIC Contracting Authority</b>	



9.0 Task Authorization Basis of Payment			
Requirement	Fixed All-inclusive Unit Price (CAD\$)	Estimated Level of Effort (# of participant)	Total Price (CAD\$)
Subtotal - Labour			
Subtotal - All			
Applicable Taxes			
<b>TOTAL</b>			
<b>Check applicable of basis of payment (select one basis only)</b>			
<b>Limitation of Expenditure</b>			
<b>Check applicable of method of payment (select one basis only)</b>			
<b>Monthly</b>			
<b>TASK AUTHORIZATION APPROVALS</b>			
<b>10.0 CIC Contracting Authority - Concurrence to Proceed with TA:</b>			
Signature:		Date:	
<b>11.0 CIC Project Authority - Contractor's TA Proposal is Accepted:</b>			
Signature:		Date:	
<b>12.0 Contractor - Concurrence with Expenditure:</b>			
Signature :		Date:	
You are requested to sell to Canada, in accordance with the terms and conditions included in the CIC Contract no.XXXX and the terms and conditions set out herein, referred to herein or attached hereto, the services listed herein for this Task Authorization at the price set out thereof.			

DELIVERABLE ACCEPTANCE	
Department Name: _____	
Task Authorization Number: _____	
Contract Authority: _____	
Date Submitted: [YYYY-MM-DD]	
DESCRIPTION OF DELIVERABLE(S)	
[Describe the deliverables accepted]	
Name of the individual who accepted the deliverable: _____	
Title of the individual who accepted the deliverable: _____	
Date accepted: [YYYY-MM-DD]	
Signature of the individual who accepted the deliverable: _____	
Comments:	

