



Statistics  
Canada Statistique  
Canada

## Return Bids to / Retourner les soumissions à:

Statistics Canada / Statistique Canada

[statcan.macsbids-smcsoumissions.statcan@statcan.gc.ca](mailto:statcan.macsbids-smcsoumissions.statcan@statcan.gc.ca)

## Request for a Standing Offer Demande d'offre à commandes

National Individual Standing Offer (NISO)  
Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Industry, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre de l'industrie, autorise par la présente, un offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments – Commentaires

Instructions : See Herein  
Instructions : Voir ici-joint

## Issuing Office – Bureau de distribution

Statistics Canada / Statistique Canada  
Procurement, Systems and Controls Division, Corporate  
Strategies and Management Field / Division de  
l'approvisionnement, des systèmes et des contrôles, Secteur  
des stratégies et de la gestion intégrées  
150 Tunney's Pasture / 150, promenade Tunney's Pasture  
Main Building / Immeuble Principal  
Ottawa, Ontario  
K1A 0T6

<b>Title – Sujet</b> Assessing Data Literacy and Training needs - Évaluation de la littératie en matière de données et des besoins en formation	
<b>Solicitation No. – No de l'invitation</b> J064767/A	<b>Date</b> January 30, 2023/ le 30 janvier 2023
<b>Solicitation Closes – L'invitation prend fin</b>  At – À : 14:00 EST / HNE On – Le : February 23, 2023 / le 23 février 2023	
<b>Delivery Required – Livraison exigée</b>  See Herein / Voir ici-joint	
<b>Address Enquiries to / Adresser toutes questions à:</b>  Sue Hall at <a href="mailto:statcan.macsbids-smcsoumissions.statcan@statcan.gc.ca">statcan.macsbids-smcsoumissions.statcan@statcan.gc.ca</a>	
<b>Telephone no. – No de telephone</b>  613-882-2470	
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b>	
<b>Vendor / Firm Name and Address</b> <b>Raison social et adresse de fournisseur/de l'entrepreneur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature :</b>	
<b>Date :</b>	



**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION..... 4**

1.1 INTRODUCTION ..... 4

1.2 SUMMARY ..... 4

1.3 SECURITY REQUIREMENTS..... 5

1.4 DEBRIEFINGS ..... 5

**PART 2 - OFFEROR INSTRUCTIONS ..... 6**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS..... 6

2.2 SUBMISSION OF OFFERS..... 6

2.3 FORMER PUBLIC SERVANT..... 6

2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS..... **ERROR! BOOKMARK NOT DEFINED.**

2.5 APPLICABLE LAWS ..... **ERROR! BOOKMARK NOT DEFINED.**

2.6 BID CHALLENGE AND RECOURSE MECHANISMS ..... 8

**PART 3 - OFFER PREPARATION INSTRUCTIONS..... 9**

3.1 OFFER PREPARATION INSTRUCTIONS ..... 9

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 10**

4.1 EVALUATION PROCEDURES .....10

4.2 BASIS OF SELECTION ..... **ERROR! BOOKMARK NOT DEFINED.**

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 13**

5.1 CERTIFICATIONS REQUIRED WITH THE OFFER ..... **ERROR! BOOKMARK NOT DEFINED.**

5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION ..... **ERROR! BOOKMARK NOT DEFINED.**

**PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS ..... 15**

6.1 SECURITY REQUIREMENTS.....15

**PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES ..... 16**

**A. STANDING OFFER ..... 16**

7.1 OFFER .....16

7.2 SECURITY REQUIREMENTS.....16

7.3 STANDARD CLAUSES AND CONDITIONS.....16

7.4 TERM OF STANDING OFFER .....19

7.5 AUTHORITIES.....19

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....19

7.7 IDENTIFIED USERS .....20

7.8 CALL-UP PROCEDURES.....20

7.9 CALL-UP INSTRUMENT .....20

7.10 LIMITATION OF CALL-UPS .....20

7.11 FINANCIAL LIMITATION ..... **ERROR! BOOKMARK NOT DEFINED.**

7.12 PRIORITY OF DOCUMENTS .....20

7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION.....21

7.14 APPLICABLE LAWS .....21

**B. RESULTING CONTRACT CLAUSES ..... 22**

7.1 STATEMENT OF WORK .....22

7.2 STANDARD CLAUSES AND CONDITIONS.....22

7.3 TERM OF CONTRACT.....22

7.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....22



---

7.5	PAYMENT .....	22
7.6	INVOICING INSTRUCTIONS .....	23
7.7	INSURANCE OR INSURANCE REQUIREMENTS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
7.8	DISPUTE RESOLUTION .....	23
<b>ANNEX A</b>	.....	<b>24</b>
	STATEMENT OF WORK .....	24
<b>ANNEX B</b>	.....	<b>27</b>
	BASIS OF PAYMENT .....	27
<b>ANNEX C</b>	.....	<b>33</b>
	SECURITY REQUIREMENTS CHECK LIST.....	33
<b>ANNEX D TO PART 3 OF THE REQUEST FOR STANDING OFFERS</b>	.....	<b>34</b>
	ELECTRONIC PAYMENT INSTRUMENTS .....	36



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

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

### **1.2 Summary**

The purpose of this request is to solicit proposals for standing offers for companies to provide an established tool to measure data literacy at the individual or person level that can be used among public servants in Canada to:

1. provide a baseline measure of data literacy; and
2. identify training needs.

The objectives of the program of work are:

1. To assess data literacy levels among public servant employees in federal government departments and Agencies;
2. To identify data literacy training needs based on the results of the assessment; and
3. To obtain consultation services to support federal departments and agencies to develop a data literacy training plan (optional).

Statistics Canada (StatCan) intends to award up to three (3) Standing Offer Agreements.



The period for placing call-ups against any resulting Standing Offer will be from date of award to March 31, 2024 with four (4) one-year option years to be exercised at the discretion of StatCan.

### **1.3 Security Requirements**

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

### **1.4 Debriefings**

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



## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2022-12-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Offers

Offers must be submitted by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or mail to Statistics Canada 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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



## 2.5 Applicable Laws

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

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

## 2.6 Bid Challenge and Recourse Mechanisms

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





---

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Bid - a soft copy in PDF format

Section II: Financial Bid - a soft copy in PDF format

Section III: Certifications - a soft copy in PDF format

#### **Section I: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Offerors must submit their financial offer in accordance with the Basis of Payment detailed in Annex B.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment".

##### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

##### **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**

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



**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

The Mandatory Technical Criteria listed below will be evaluated on a pass/fail (i.e. compliant/non-compliant basis). Proposals which fail to meet the Mandatory Requirements will be deemed non-responsive and given no further consideration. The Bidder must include the following table in their proposal, and providing the proposal page number or section that contains information to verify that the criteria has been met.

Item	Mandatory Technical Criteria	Cross Reference Page Number in Proposal
MTC1	<p>The Bidder must provide a corporate summary describing the nature of the Bidder's business, the Bidder's capabilities and experience completing projects similar* to the work outlined in Annex A – Statement of Work. Maximum 2 pages in length.</p> <p><i>*similar is defined as meeting at least 85% of the requirement defined in Annex A - Statement of Work</i></p>	
MTC2	<p>The Bidder must have completed a minimum of three (3) projects over the last five (5) years that include services using an available and established web-based tool(s) that include a range of literacy competencies of at least 10 attributes to measure data literacy at the individual level for use within a *government environment or a client company with 50 or more employees.</p> <p>The Bidder must demonstrate by providing the following information for each project completed during the period specified above:</p> <ul style="list-style-type: none"> <li>a) Client entity name for service provided;</li> <li>b) Project objective;</li> <li>c) Brief project description including tasks, activities and deliverables (a narrative of no more than 2 pages per project will suffice); and</li> <li>d) Time spent on project (from month/year to month/year).</li> </ul> <p><i>*government environment can be described as Federal, Provincial, Municipal, Agency or Crown Corporation.</i></p>	



<p><b>MTC3</b></p>	<p>The Bidder must have a minimum of three (3) projects within the last five (5) years in which they provided reports to a government environment or a client company with 50 or more employees on the data literacy *assessment findings.</p> <p>The Bidder must demonstrate by providing the following information for each project completed during the period specified above:</p> <ul style="list-style-type: none"> <li>a) A report that identifies gaps in data literacy competency by specific competency using a measurable scale that would allow departments to assess the size of the gap to inform the level and to identify required training to bring employees to desired levels (a narrative of no more than 1 page will suffice per project);</li> <li>b) Number of months (from month/year to month/year).</li> <li>c) Client entity name for service provided;</li> </ul> <p>* The assessment tool used for the project must have included a range of literacy competencies of at least 10 attributes based on an established framework.</p>	
<p><b>MTC4</b></p>	<p>The Bidder must have a minimum of one (1) project within the last three (3) years in which they have provided a data literacy training plan to a government environment or a client company with 50 or more employees.</p> <p>The Bidder must demonstrate by providing the following details:</p> <ul style="list-style-type: none"> <li>a) A data literacy training plan summary that met the needs of specific sub-groups as per departmental needs (e.g. by Division, classification, persona etc.) to develop competencies;</li> <li>b) Number of months (from month/year to month/year). <ul style="list-style-type: none"> <li>a) Client entity name for service provided;</li> </ul> </li> </ul>	
<p><b>MTC5</b></p>	<p>The Bidder must demonstrate that all data collected will be collected and stored in Canada. A written statement confirming is sufficient.</p>	
<p><b>MTC6</b></p>	<p>The Bidder must agree that an End User License Agreement (EULA) will not be granted in this requirement. A written statement confirming is sufficient.</p>	



#### **4.2 Basis of Selection - Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

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

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



### **5.2.3 Security Requirements – Required Documentation**

In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Offeror must provide a completed Application for Registration (AFR) form to be given further consideration in the procurement process.

Offerors are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, offerors who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extensions granted by the Contracting Authority in its discretion), or if Canada requires further information from the Offeror in connection with assessing the request for security clearance (i.e., information not required by the AFR), the Offeror will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Offeror fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

### **5.2.4 Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.2.4.1 Status and Availability of Resources**

The Offeror certifies that, should it be issued a Standing Offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.



---

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a Standing Offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
2. Before access to sensitive information is provided to the Offeror, the following conditions must be met:
  - (a) the Offeror's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 – Standing Offer and Resulting Contract Clauses;
  - (b) the Offeror's security capabilities must be met as indicated in Part 7 – Standing Offer and Resulting Contract Clauses.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

### Security requirement for Canadian supplier: Public Works and Government Services Canada (PWGSC) file # Common professional services security requirement check list #10

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS) with approved document safeguarding at the level of **protected B**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to **protected** information, assets or work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
3. The contractor **must not** utilize its Information Technology systems to electronically process, produce or store **protected** information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **protected B**, including an IT Link up to the level of **protected B**
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor/offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. Contract Security Manual (latest edition).

#### 7.2.2 Offeror's Sites or Premises Requiring Safeguarding

7.2.2.1 Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

7.2.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and individual(s) hold a valid security clearance at the required level.

#### 7.3 Standard Clauses and Conditions

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





### 7.3.1 General Conditions

2005 (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### 7.3.2 Supplemental General Conditions: 4008 (2008-12-12) Personal Information

#### 4008 01 (2008-05-12) Interpretation

In the Contract, unless the context otherwise requires "Personal Information" means information about an individual, including the types of information specifically described in the Privacy Act, R.S. 1985, c. P-21; "Record" means any hard copy document or any data in a machine-readable format containing Personal Information.

#### 4008 02 (2008-05-12) Ownership of Personal Information and Records

To perform the Work, the Contractor will be provided with and/or will be collecting Personal Information from third parties. The Contractor acknowledges that it has no rights in the Personal Information or the Records and that Canada owns the Records. On request, the Contractor must make all the Personal Information and Records available to Canada immediately in a format acceptable to Canada.

#### 4008 03 (2008-05-12) Use of Personal Information

The Contractor agrees to create, collect, receive, manage, access, use, retain, and dispose of the Personal Information and the Records only to perform the Work in accordance with the Contract.

#### 4008 04 (2008-05-12) Collection of Personal Information

If the Contractor must collect Personal Information from a third party to perform the Work, the Contractor must only collect Personal Information that is required to perform the Work. The Contractor must collect the Personal Information from the individual to whom it relates and the Contractor must inform that individual (at or before the time when it collects the Personal Information) of the following:

- a. that the Personal Information is being collected on behalf of, and will be provided to, Canada;
- b. the ways the Personal Information will be used; and
- c. that the disclosure of the Personal Information is voluntary.

#### 4008 05 (2008-05-12) Maintaining the Accuracy, Privacy and Integrity of Personal Information

The Contractor must ensure that the Personal Information is as accurate, complete, and up to date as possible. The Contractor must protect the privacy of the Personal Information. To do so, at a minimum, the Contractor must:

- (a) not use any personal identifiers (e.g., social insurance number) to link multiple databases containing Personal Information;
- (b) segregate all Records from the Contractor's own information and records;
- (c) restrict access to the Personal Information and the Records to people who require access to perform the Work (for example, by using passwords or biometric access controls);
- (d) provide training to anyone to whom the Contractor will provide access to the Personal Information regarding the obligation to keep it confidential and use it only to perform the Work. The Contractor must provide this training before giving an individual access to any Personal Information and the Contractor must keep a record of the training and make it available to the Contracting Authority if requested;
- (e) maintain an audit log that electronically records all instances of and attempts to access Records stored electronically. The audit log must be in a format that can be reviewed by the Contractor and Canada at any time; and
- (f) secure and control access to any hard copy Records.

#### 4008 06 (2008-05-12) Safeguarding Personal Information

The Contractor must safeguard the Personal Information at all times by taking all measures reasonably necessary to secure it and protect its integrity and confidentiality. To do so, at a minimum, the Contractor must:



- (a) store the Personal Information electronically so that a password (or a similar access control mechanism, such as biometric access) is required to access the system or database in which the Personal Information is stored;
- (b) ensure that passwords or other access controls are provided only to individuals who require access to the Personal Information to perform the Work;
- (c) not outsource the electronic storage of Personal Information to a third party (including an affiliate) unless the Contracting Authority has first consented in writing;
- (d) safeguard any database or computer system on which the Personal Information is stored from external access using methods that are generally used, from time to time, by prudent public and private sector organizations in Canada in order to protect highly secure or sensitive information;
- (e) maintain a secure back-up copy of all Records, updated at least weekly;
- (f) implement any reasonable security or protection measures requested by Canada from time to time; and
- (g) notify the Contracting Authority immediately of any security breaches; for example, any time an unauthorized individual accesses any Personal Information.

#### **07 (4008 10 (2008-05-12) Audit**

Canada may audit the Contractor's compliance with these supplemental general conditions at any time. If requested by the Contracting Authority, the Contractor must provide Canada (or Canada's authorized representative) with access to its premises and to the Personal Information and Records at all reasonable times. If Canada identifies any deficiencies during an audit, the Contractor must immediately correct the deficiencies at its own expense.

#### **4008 11 (2008-05-12) Statutory Obligations**

1. The Contractor acknowledges that Canada is required to handle the Personal Information and the Records in accordance with the provisions of Canada's Privacy Act, Access to Information Act, R.S. 1985, c. A-1, and Library and Archives of Canada Act, S.C. 2004, c. 11. The Contractor agrees to comply with any requirement established by the Contracting Authority that is reasonably required to ensure that Canada meets its obligations under these acts and any other legislation in effect from time to time.

2. The Contractor acknowledges that its obligations under the Contract are in addition to any obligations it has under the Personal Information Protection and Electronic Documents Act, S.C. 2000, c. 5, or similar legislation in effect from time to time in any province or territory of Canada. If the Contractor believes that any obligations in the Contract prevent it from meeting its obligations under any of these laws, the Contractor must immediately notify the Contracting Authority of the specific provision of the Contract and the specific obligation under the law with which the Contractor believes it conflicts.

#### **4008 12 (2008-05-12) Disposing of Records and Returning Records to Canada**

The Contractor must not dispose of any Record, except as instructed by the Contracting Authority. On request by the Contracting Authority, or once the Work involving the Personal Information is complete, the Contract is complete, or the Contract is terminated, whichever of these comes first, the Contractor must return all Records (including all copies) to the Contracting Authority.

#### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex E. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority. The quarterly reporting 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;
- 4th quarter: January 1 to March 31.

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from April 1, 2023 to March 31, 2024.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for four (4) additional one (1) year periods, from April 1 to March 31 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Susan Hall

Title: Coordinator

Statistics Canada

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

Telephone: 613-882-2470

E-mail address: susan.hall@statcan.gc.ca

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

### **7.5.2 Project Authority (to be inserted at Standing Offer award)**

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

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

### **7.5.3 Offeror's Representative (to be inserted at Standing Offer award)**

## **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 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.

### 7.8 Call-up Procedures

Right of first refusal basis: The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis.

### 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer

### 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$\_\_\_\_\_ (inserted at contract award) applicable taxes included.

### 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2022-12-01), General Conditions - Standing Offers - Goods or Services;
- d) the supplemental general conditions Personal Information [4008](#) (2008-12-12);
- e) the general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity – Services;
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) the Offeror's offer dated \_\_\_\_\_.



## **7.13 Certifications and Additional Information**

### **7.13.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### **7.14 Applicable Laws**

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



## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

[2035](#) (2022-12-01), General Conditions - Higher Complexity – Services, apply to and form part of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

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

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations in the call-up, the Contractor will be paid a firm price, as specified in Annex B – Basis of Payment. Customs duties are included and Applicable Taxes are not applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **7.5.2 Terms of Payment**

[H1000C](#) (2018-05-12) Single Payment

[H1008C](#) (2018-05-12) Monthly Payments

#### **7.5.3 Electronic Payment of Invoices – Call-up**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International).



## 7.6 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; and
  - b. a copy of the release document and any other documents as specified in the Contract.
2. Invoices must be distributed as follows:
    - a. One (1) electronic copy must be forwarded to the Identified User listed within the Contract (Call-up) for certification and payment.
    - b. One (1) electronic copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7.7 Insurance

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

## 7.8 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

Data Literacy Assessment Services and Training Plan

#### 2. Background

The primary objective of the 2018 Data Strategy Roadmap for the Federal Public Service related to the People and Culture aspect of the strategy is that the government has the talent and capacity needed to manage, interpret, use and understand data. One of the barriers identified to realizing this vision is the lack of data literacy skills among the public servants. To better understand the current gap, the strategy calls for better measurement and training related to data literacy. Statistics Canada is currently working with other federal departments to seek ways to measure data literacy levels and training needs among Government of Canada employees. With the renewal of the Federal Data Strategy (2022), the call for data literacy including data literacy for leaders across the GC has become increasingly important and this objective is now embedded in the new data strategy.

Data literacy is generally defined as able to understand information extracted from data and summarized in simple statistics, and able to use them to inform decisions. A review of various competency maps and frameworks conducted by Statistics Canada identified a range of competencies and skills associated with data literacy including data management, evaluation, analysis, interpretation, and visualization to name a few.

#### 3. Objectives

The objectives of the program of work are as follows:

1. To assess data literacy levels among public servant employees in federal government departments and agencies;
2. To identify data literacy training needs based on the results of the assessment;
3. To obtain consultation services to support federal departments and agencies to develop a data literacy training plan (optional);
4. Federal government departments also seek guidance on the best approach to provide their employees with the data literacy training they need to ensure that overall levels of data literacy are elevated.

#### 4. Project requirements

##### i. Data Literacy Assessment

The data literacy assessment must be conducted using an existing online web-based assessment tool that meets the following specifications:

1. Assessment must be conducted at the individual employee level and in both official languages, English and French;
2. Tool assesses a range of literacy competencies of at least 10 attributes based on an established framework;
3. Assessment tool must be accessible to all including any users who have a visual, hearing, motor or cognitive impairment or an alternative must be provided;
4. Tool is flexible allowing the addition of data literacy competencies as per individual department client requirements;
5. Tool can be used to collect organizational and employee characteristics to facilitate assessment reporting and identification of training needs; and
6. Measurement methodology provides an indication of the employee's level of proficiency for each competency.





The number of participants will depend on departmental requirements but could range from less than 100 to more than 15,000. Participants will be selected by participating departments.

**ii. Data Literacy Assessment Report**

Provide a data literacy assessment report and recommend data literacy training requirements to enable the client department to achieve its data literacy objectives. Information on data literacy requirements must include:

1. Identify gaps in data literacy competency by specific competency using a measurable scale that would allow departments to assess the size of the gap to inform the level and to identify required training to bring employees to desired levels;
2. Identify training requirements for sub-groups as per departmental needs (e.g. by Division, classification, persona, etc.).

**iii. Development of a Data Literacy Training Plan**

Develop a data literacy training plan that responds to some or all of the training requirements identified in section ii to meet the specific needs of each participating department. The plan must include the following information:

1. A training plan to meet the needs of specific sub-groups as per departmental needs (e.g. by Division, classification, persona etc.) to develop competencies over the short, medium and longer term;
2. Provide guidance regarding most effective type of training for various competencies and or sub-group; and
3. Identify contextual factors that would support a learning environment and overcome potential barriers (e.g. managerial support).

**5. Task and Deliverables**

1. Contractor must provide a copy of the microdata to the participating client department;
2. Final data literacy assessment report which must include:
  - a) initial project orientation;
  - b) description of the assessment tool;
  - c) analysis and results of data literacy assessment levels by competency for each participating department and by organizational and employee characteristics within departments (e.g. division or branch, employee characteristics where sample sizes permit);
  - d) identification of data literacy gaps and training requirements as per section ii.
3. Final data literacy training plan which includes the following as per section iii:
  - a) training plans to meet the needs of specific sub-groups;
  - b) provides guidance regarding most effective type of training for various competencies and or sub-group; and
  - c) provides guidance on contextual factors that would support a learning environment and overcome potential barriers (e.g. case for change, managerial support).

**6. Reporting Requirements**

Progress Reports must be provided by the Contractor in the format agreed to by the Contractor and the client department Project Authority. Progress reports must be provided to the Project Authority by e-mail and/or in person as requested by the Project Authority.



## 7. Specifications and Standards

The Contractor will ensure that all required guidelines and templates are followed and that Government of Canada and Departmental standards with respect to official languages, privacy, security and interoperability be met where applicable.

## 8. Other terms and conditions of the SOW

### 8.1 Contractor's obligations

In addition to the obligations outlined in the "Objective" section of this SOW, the Contractor must:

- a) Keep all documents and proprietary information confidential;
- b) Return all materials belonging to the Contracting department upon completion of the contract;
- c) Attend meetings with stakeholders on an as required basis;
- d) Participate in teleconferences as needed;
- e) Attend meetings at client department if required;
- f) Maintain all documentation in a secure area;
- g) Provide individuals a copy of their assessment if and when requested.

Any personal information deemed necessary for collection will be confirmed by Statistics Canada through the completion of the Organizational Attributes Matrix. In line with the Direction for Electronic Data Residency, all data must be collected and stored in Canada. Micro-level data must be shared with participating departments and may be shared with Statistics Canada.

### 8.2 Securing of personal information

Supplemental clause 4008 from the Standard Acquisition Clauses and Conditions (SACC)

### 8.3 Client Department obligations

**Client department will provide the Contractor with the following:**

- a) Any additional questions to either: 1) collect respondent information and/or 2) assess data literacy competencies not currently in the assessment tool;
- b) Access to a staff member who will be available to coordinate activities.
- c) Comments on draft reports to be provided within (5) five working days.

## 9. Location of work, work site and delivery point

For meetings, briefing and interview, the work will be performed virtually through teleconferences. The work (preparation of meetings, writing reports) may be performed at the consultant's location of choice.

## 10. Language of work

Assessment must be conducted in both official languages, English and French. Reports, Training Plan, and other supporting documentation must be submitted in either English or French.

## 11. Environmental considerations

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



**ANNEX B  
BASIS OF PAYMENT**

Bidders must submit firm, all-inclusive prices and must be quoted in Canadian dollars.

**1. Initial Standing Offer Period (from April 1, 2023 to 31 March 2024)**

Table 1a) ITEMS	QUANTITIES	PRICE
<b>Data Literacy Assessments</b> As per Annex A, Statement of Work	1 up to 499 participants	\$ _____
	500 up to 999 participants	\$ _____
	1000 up to 1 999 participants	\$ _____
	2 000 up to 4 999 participants	\$ _____
	5 000 up to 7 499 participants	\$ _____
	7 500 up to 9 999 participants	\$ _____
	10 000 up to 14 999 participants	\$ _____
	Over 15 000 participants	\$ _____
<b>Data Literacy Assessment Report</b> As per Annex A, Statement of Work	1 up to 499 participants	\$ _____
	500 up to 999 participants	\$ _____
	1000 up to 1 999 participants	\$ _____
	2 000 up to 4 999 participants	\$ _____
	5 000 up to 7 499 participants	\$ _____
	7 500 up to 9 999 participants	\$ _____
	10 000 up to 14 999 participants	\$ _____
	Over 15 000 participants	\$ _____
TOTAL EVALUATED PRICE:		\$ _____

Table 1b) ITEMS	PER DIEM	PRICE
<b>Development of a Data Literacy Training Plan</b> As per Annex A, Statement of Work	Lead Resource	\$ _____
	Associate Resource	\$ _____
TOTAL EVALUATED PRICE:		\$ _____



For the purpose of the Contract, a day is defined as 7.5 hour of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If the time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

**2. Option Period One (April 1, 2024 to 31 March 2025)**

Table 2a) ITEMS	QUANTITIES	PRICE
<b>Data Literacy Assessments</b> As per Annex A, Statement of Work	1 up to 499 participants	\$ _____
	500 up to 999 participants	\$ _____
	1000 up to 1 999 participants	\$ _____
	2 000 up to 4 999 participants	\$ _____
	5 000 up to 7 499 participants	\$ _____
	7 500 up to 9 999 participants	\$ _____
	10 000 up to 14 999 participants	\$ _____
	Over 15 000 participants	\$ _____
<b>Data Literacy Assessment Report</b> As per Annex A, Statement of Work	1 up to 499 participants	\$ _____
	500 up to 999 participants	\$ _____
	1000 up to 1 999 participants	\$ _____
	2 000 up to 4 999 participants	\$ _____
	5 000 up to 7 499 participants	\$ _____
	7 500 up to 9 999 participants	\$ _____
	10 000 up to 14 999 participants	\$ _____
	Over 15 000 participants	\$ _____
<b>TOTAL EVALUATED PRICE:</b>		\$ _____

Table 2b) ITEMS	PER DIEM	PRICE
<b>Development of a Data Literacy Training Plan</b> As per Annex A, Statement of Work	Lead Resource	\$ _____
	Associate Resource	\$ _____
<b>TOTAL EVALUATED PRICE:</b>		\$ _____



For the purpose of the Contract, a day is defined as 7.5 hour of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If the time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

**3. Option Period Two (April 1, 2025 to 31 March, 2026)**

Table 3a) ITEMS	QUANTITIES	PRICE
<b>Data Literacy Assessments</b> As per Annex A, Statement of Work	1 up to 499 participants	\$ _____
	500 up to 999 participants	\$ _____
	1000 up to 1 999 participants	\$ _____
	2 000 up to 4 999 participants	\$ _____
	5 000 up to 7 499 participants	\$ _____
	7 500 up to 9 999 participants	\$ _____
	10 000 up to 14 999 participants	\$ _____
	Over 15 000 participants	\$ _____
<b>Data Literacy Assessment Report</b> As per Annex A, Statement of Work	1 up to 499 participants	\$ _____
	500 up to 999 participants	\$ _____
	1000 up to 1 999 participants	\$ _____
	2 000 up to 4 999 participants	\$ _____
	5 000 up to 7 499 participants	\$ _____
	7 500 up to 9 999 participants	\$ _____
	10 000 up to 14 999 participants	\$ _____
	Over 15 000 participants	\$ _____
TOTAL EVALUATED PRICE:		\$ _____

Table 3b) ITEM	PER DIEM	PRICE
<b>Development of a Data Literacy Training Plan</b> As per Annex A, Statement of Work	Lead Resource	\$ _____
	Associate Resource	\$ _____
TOTAL EVALUATED PRICE:		\$ _____



For the purpose of the Contract, a day is defined as 7.5 hour of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If the time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

**4. Option Period Three (April 1, 2026 to 31 March, 2027)**

Table 4a) ITEMS	QUANTITIES	PRICE
<b>Data Literacy Assessments</b> As per Annex A, Statement of Work	1 up to 499 participants	\$ _____
	500 up to 999 participants	\$ _____
	1000 up to 1 999 participants	\$ _____
	2 000 up to 4 999 participants	\$ _____
	5 000 up to 7 499 participants	\$ _____
	7 500 up to 9 999 participants	\$ _____
	10 000 up to 14 999 participants	\$ _____
	Over 15 000 participants	\$ _____
<b>Data Literacy Assessment Report</b> As per Annex A, Statement of Work	1 up to 499 participants	\$ _____
	500 up to 999 participants	\$ _____
	1000 up to 1 999 participants	\$ _____
	2 000 up to 4 999 participants	\$ _____
	5 000 up to 7 499 participants	\$ _____
	7 500 up to 9 999 participants	\$ _____
	10 000 up to 14 999 participants	\$ _____
	Over 15 000 participants	\$ _____
<b>TOTAL EVALUATED PRICE:</b>		\$ _____

Table 4b) ITEMS	PER DIEM	PRICE
<b>Development of a Data Literacy Training Plan</b> As per Annex A, Statement of Work	Lead Resource	\$ _____
	Associate Resource	\$ _____
<b>TOTAL EVALUATED PRICE:</b>		\$ _____



For the purpose of the Contract, a day is defined as 7.5 hour of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If the time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

**5. Option Period Four (April 1, 2027 to 31 March, 2028)**

Table 5a) ITEMS	QUANTITIES	PRICE
<b>Data Literacy Assessments</b> As per Annex A, Statement of Work	1 up to 499 participants	\$ _____
	500 up to 999 participants	\$ _____
	1000 up to 1 999 participants	\$ _____
	2 000 up to 4 999 participants	\$ _____
	5 000 up to 7 499 participants	\$ _____
	7 500 up to 9 999 participants	\$ _____
	10 000 up to 14 999 participants	\$ _____
	Over 15 000 participants	\$ _____
<b>Data Literacy Assessment Report</b> As per Annex A, Statement of Work	1 up to 499 participants	\$ _____
	500 up to 999 participants	\$ _____
	1000 up to 1 999 participants	\$ _____
	2 000 up to 4 999 participants	\$ _____
	5 000 up to 7 499 participants	\$ _____
	7 500 up to 9 999 participants	\$ _____
	10 000 up to 14 999 participants	\$ _____
	Over 15 000 participants	\$ _____
TOTAL EVALUATED PRICE:		\$ _____

Table 5b) ITEMS	PER DIEM	PRICE
<b>Development of a Data Literacy Training Plan</b> As per Annex A, Statement of Work	Lead Resource	\$ _____
	Associate Resource	\$ _____
TOTAL EVALUATED PRICE:		\$ _____



Statistics  
Canada

Statistique  
Canada

Solicitation No. - N° de l'invitation J064767/A

For the purpose of the Contract, a day is defined as 7.5 hour of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If the time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

<b>TOTAL EVALUATED PRICE (TABLE 1A + 1B + 2A + 2B +3A + 3B +4A + 4B + 5A + 5B)</b>	\$ _____
--	----------





ANNEX C

SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#10



Contract Number / Numéro du contrat J064767
Security Classification / Classification de sécurité UNCLASSIFIED

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

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



COMMON-PS-SRCL#10



Contract Number / Numéro du contrat J064767
Security Classification / Classification de sécurité UNCLASSIFIED

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-on se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

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

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED





COMMON-PS-SRCL#10



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat J064767
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				CONSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production		<input checked="" type="checkbox"/>														
IT Media / Support / IT		<input checked="" type="checkbox"/>														
IT Link / Lien électronique		<input checked="" type="checkbox"/>														

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

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

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

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



---

**ANNEX D to PART 3 OF THE REQUEST FOR STANDING OFFERS**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International).



**ANNEX E – USAGE REPORT**

<b>PERIODIC USAGE REPORT – Q1</b>				
Call Up #	Date Issued	Total Estimated Cost	Total Cost Invoiced GST/QST Extra	Total Amount Paid, GST/QST Included
<b>PERIODIC USAGE REPORT – Q2</b>				
Call Up #	Date Issued	Total Estimated Cost	Total Cost Invoiced GST/QST Extra	Total Amount Paid, GST/QST Included
<b>PERIODIC USAGE REPORT – Q3</b>				
Call Up #	Date Issued	Total Estimated Cost	Total Cost Invoiced GST/QST Extra	Total Amount Paid, GST/QST Included
<b>PERIODIC USAGE REPORT - Q4</b>				
Call Up #	Date Issued	Total Estimated Cost	Total Cost Invoiced GST/QST Extra	Total Amount Paid, GST/QST Included