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**Department of Foreign Affairs, Trade and
Development (DFATD)
Ministère des Affaires étrangères, commerce
et développement (MAECD)**

**Request for Proposal
Demande de proposition**

Proposal to: Department of Foreign Affairs
Trade and Development

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 here to, the goods, services, and
construction listed herein and on any attached
sheets at the price(s) set out therefor.

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

Comments — Commentaires:

**THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT — LE PRÉSENT
DOCUMENT COMPORTE UNE EXIGENCE
EN MATIÈRE DE SÉCURITÉ**

Issuing Office – Bureau de distribution
Foreign Affairs, Trade and Development Canada/
Affaires étrangères, commerce et développement
Canada
200 Promenade du Portage
Gatineau, QC

Title — Sujet: Standing Rapid Deployment Team (SRDT) Training	
Solicitation No. — N° de l'invitation: 23-222344	Date: March 27, 2023
Sollicitation Closes — L'invitation prend fin	Time Zone — Fuseau horaire
At / à: 2:00 PM	EDT (Eastern Daylight Time)
On / le May 8, 2023	
F.O.B. — F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other — Autre: <input type="checkbox"/>	
Address Enquiries to — Addresser toutes questions à:	
Name : Trent Clemenhagen	
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Destination of Goods and or Services/Destination – des biens et ou services: Department of Foreign Affairs, Trade and Development (DFATD) / Ministère des Affaires étrangères, commerce et développement (MAECD)	
Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur:	
Telephone No. – No de téléphone:	FAX No. – No de télécopieur:
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven (7) parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, 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.

List of Annexes to the Resulting Contract:

- Annex A - Statement of Work
- Annex B – Basis of Payment
- Annex C - Security Requirements Check List (SRCL)

List of Attachments to Part 3 (Bid Preparation Instructions) :

- Attachment 3.1: Bid Submission Form

List of Attachments to Part 4 (Evaluation Procedures and Basis of Selection) :

- Attachment 4.1: Bid Evaluation Criteria



1.2 Summary

- 1.2.1 The Department of Foreign Affairs, Trade and Development (DFATD) has approved a project to form Standing Rapid Deployment Teams (SRDT). Standing Rapid Deployment Teams are composed of selected DFATD employees who will be on stand-by on rotation ready to deploy in case of emergency.

SRDT Training will be offered to selected Government of Canada employees in order to sensitize/train them and help them develop the knowledge and skills to manage difficult circumstances related to deployments.

DFATD requires the professional services of a contractor to provide 37.5 hours of classroom training to Government of Canada employees. The Supplier will be responsible for the preparation and delivery of up to three (3) sessions per year of the contract.

- 1.2.2 There are no security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP) and the Canadian Free Trade Agreement (CFTA).
- 1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification.](#)”

1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- b) 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.
- c) The 2003 (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- d) Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 180 days

2.2 Submission of Bids

Bids must be submitted only to the Department of Foreign Affairs, Trade and Development (DFATD) bid receiving inbox (receptionsoumission-bidsreceiving.spp@international.gc.ca) by the date, time and place indicated on page 1 of the bid solicitation. Bids must NOT be sent directly to the Contracting Authority. Bids sent directly to the Contracting Authority will NOT be considered.

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

2.3 Former Public Servant

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

Definitions

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

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



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

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases

paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.



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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- a) **Copies of Bid:** Canada requests that bidders provide their bid in separately bound sections as follows:

- i. Section I: Technical Bid (one (1) electronic copy)
- ii. Section II: Financial Bid (one (1) electronic copy)
- iii. Section III: Certifications not included in the Technical Bid (one (1) electronic copy)

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

- b) **Format for Bid:** Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

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

- c) **Canada's Policy on Green Procurement:** In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should (*Not Applicable for this procurement*):

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

- d) **Submission of Only One Bid from a Bidding Group:**

- i. The submission of more than one bid from members of the same bidding group is not permitted in response to this bid solicitation. If members of a bidding group participate in more than one bid, Canada will set aside all bids received from members of that bidding group.
- ii. For the purposes of this article, "**bidding group**" means all entities (whether those entities include one or more natural persons, corporations, partnerships, limited liability partnerships, etc.) that are related to one another. Regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law, entities are considered "**related**" for the purposes of this bid solicitation if:
 - A. they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - B. they are "related persons" or "affiliated persons" according to the *Canada Income Tax Act*;
 - C. the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or



D. the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

e) **Joint Venture Experience:**

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

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

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

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

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

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

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

That show in total 100 billable days.



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

Section I: Technical Bid

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

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

The technical bid consists of the following:

- i. **Bid Submission Form:** Bidders are requested to include the **Bid Submission Form – Attachment 3.1** with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

- ii. **Security Clearance: Not Applicable**

- iii. **Substantiation of Technical Compliance:**

The technical bid must substantiate the compliance with the specific articles of **Attachment 4.1** which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of **Attachment 4.1**, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

- iv. **For Previous Similar Projects:** Where the bid must include a description of previous similar projects: (i) a project must have been completed by the Bidder itself (and cannot include the experience of any proposed subcontractor or any affiliate of the Bidder); (ii) a project must have been completed the bid closing date; (iii) each project description must include, at minimum, the name and either the telephone number or e-mail address of a customer reference; and (iv) if more similar projects are provided than requested, Canada will decide in its discretion which projects will be evaluated. A project will be considered "similar" to the Work to be performed under any resulting contract if the project was for the performance of work that closely matches the TBIPS descriptions of the Resource Categories identified in Section 1.2. Work will be considered to



“closely match” if the work in the provided project is described in at least 50% of the points of responsibility listed in the description of the given Resource Category.

- v. **For Proposed Resources:** The technical bid must include résumés for the resources as identified in **Attachment 4.1**. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
- A. Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work
 - B. For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
 - C. For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and contract period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must be an accredited or otherwise recognized body, institution or entity.
 - D. For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal cooperative programme at a post-secondary institution.
 - E. For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - F. For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual’s position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual’s length of experience .
- vi. **Customer Reference Contact Information:** The Bidder must provide customer references who must each confirm, if requested by Canada the information required by Article 1 of **Attachment 3.1**. For each customer reference, the Bidder must, at a minimum, provide the name, the telephone number and e-mail address for a contact person. Bidders are also requested to include the title of the contact person. If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.



Section II: Financial Bid

3.2 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.4 Exchange Rate Fluctuation

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

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

Section III: Certifications

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



ATTACHMENT 3.1 – BID SUBMISSION FORM

Bidder's full legal name _____

Authorized Representative of Bidder for evaluation purposes
(e.g., clarifications)

1. Name: _____

2. Title: _____

3. Address: _____

4. Telephone # _____

5. Fax # _____

6. Email: _____

Bidder's Procurement Business Number (PBN)

The Bidder is required to certify to its status with FCP-EE, as follows:

The Bidder:

- is not subject to FCP-EE, having a workforce of less than 100 persons in Canada,
- is not subject to FCP-EE, being a regulated employer under the *Employment Equity Act*,
- is subject to the requirements of FCP-EE, having a workforce of 100 persons or more, but has not previously obtained a certificate number from HRDC-Labour, (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is provided herewith (attached);
- is subject to FCP-EE, and has a valid certification number as follows: _____ (e.g. has not been declared "Ineligible Contractor" by HRDC-Labour).

1.1 Former Public Servants

See the Article in Part 5 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".

1. Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?
 - Yes
 - No
2. If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
3. Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program?
 - Yes
 - No
4. If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"



1.2 Status and Availability of Resources

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Signature of Authorized Representative of Bidder

Status and Availability of Resources

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

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

Signature of authorized representative



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

a) **Mandatory Technical Criteria :**

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in **Attachment 4.1 - Bid Evaluation Criteria**.

b) **Point-Rated Technical Criteria:**

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in **Attachment 4.1 - Bid Evaluation Criteria**.

4.1.2 Financial Evaluation

For evaluation purposes only, the total cost shall be established as follows:

The total price of a bid will be the sum of the Bidder's quoted firm rate multiplied by the estimated volumetric data, specified in **Annex B – Basis of Payment**, for the contract period and for the additional option periods.

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price

1. The price of the bid will be evaluated as follows:
 - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - b. foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
4. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.



4.2 Basis of Selection

SACC Manual Clause A0027T (2022-12-01) Highest Combined Rating of Technical Merit and Price

1. Combined Rating of Technical Merit [60%] and Price [40%]

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 90 points overall for the technical evaluation criteria which are subject to point rating.
 - d. The rating is performed on a scale of 150 points.
2. Bids not meeting a, b and c will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **60%** for the technical merit and **40%** for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **60%**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **40%**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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



ATTACHMENT 4.1: BID EVALUATION CRITERIA.

1. Evaluation Criteria

The proposal will be evaluated and scored in accordance with specific evaluation criteria as detailed herein. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the bidder's response.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation and will be deemed non-compliant. Cutting and pasting the experience into the resumes will not suffice.

The bidder should provide complete details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience as they are related to the required services.

Bidders are also advised that 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 projects references is seven (7) months. Bidders are asked to indicate on the resumes how many months/years are to be counted for each project.

For each criterion, details should be provided regarding the qualifications, relevant experience and expertise of the proposed personnel. For mandatory and point rated requirements, the experience of the proposed resource(s) must be clearly identified by providing a summary/description of the previous projects worked on and indicating when the work was carried out, and the client.

The evaluation criteria tables must be used to answer the mandatory and point rated criteria. Therefore, the answers are to be entered directly into the tables below, explaining how each criterion has been met, while referencing both the page and project numbers as indicated in the resume and/or proposal.

1.1 Mandatory Requirements

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration. Only proposals found to meet the mandatory evaluation criteria will be evaluated in accordance with the evaluation criteria subject to point rating.

Of Note: The minimum acceptable duration of a project is three (3) months.



Mandatory Criteria	Substantiation / Cross Reference to Proposal [supplier to insert]
<p>M1 – The bidder must submit the proposed resource(s) current résumé(s).</p>	
<p>M2 – Language Requirements</p> <p>The bidder must demonstrate using detailed project descriptions that:</p> <p>a. At least one (1) of the proposed (and qualified) Instructor resources is capable of delivering services bilingually (i.e. in both English and French).</p> <p>OR</p> <p>b. At least one (1) of the proposed (and qualified) Instructor resources is capable of delivering services in English, AND at least one (1) of their proposed (and qualified) Instructor resources is capable of delivering services in French.</p> <p>Note: DFATD will consider a resource as being bilingual only if that resource is capable of reading, writing and oral interaction in both languages together with the capability of delivery of a course to DFATD employees in either official language.</p> <p>Bidders must identify the language abilities of each proposed resource.</p>	
<p>M3 – Experience in delivering and developing training</p> <p>The bidder must demonstrate using detailed project descriptions that each proposed lead resource has at least two (2) years of experience within the last five (5) years in classroom based adult training delivery (i.e. design/customization and delivery).</p> <p>Note: Two (2) years can be defined as a minimum of forty (40) days total of program delivery over a two (2) year period.</p>	
<p>M4 – Experience in crisis and emergency management</p> <p>The bidder must demonstrate using detailed project descriptions that each proposed lead resource has at least two (2) years of experience within the last five (5) years related to crisis and emergency management for rapid deployment teams in a foreign environment. Experience related to crisis and emergency management includes preparing for, responding to, and recovering from working in a crisis.</p> <p>Note: Two (2) years can be defined as a minimum of forty (40) days total of program delivery over a two (2) year period.</p>	



<p>M5 – Training Design</p> <p>The bidder must provide a proposed course curriculum including a simulation exercise which provides realistic exposure to crisis and emergency management scenarios.</p> <p>The simulation exercise must include specifics on location and accommodation.</p> <p>The classroom portion must include specifics on location and accommodation, if the proposed location is outside the National Capital Region.</p>	
<p>M6 – The bidder must provide at least two (2) references from projects cited within the last five (5) years that can validate the experience for each of the proposed resource(s). Additional references may be requested for verification of experience. Contact information must include contact name, title, organization, phone number and email address.</p>	

1.2 Point Rated Requirements

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. A bidder must obtain a minimum pass mark of 60% in order to be considered responsive.

Details should be provided regarding the qualifications, relevant experience and expertise of the proposed personnel. The experience of the proposed resource should be clearly identified by providing a summary/description of the previous projects worked on and indicating when the work was carried out, and the client.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements will not be considered “demonstrated” for the purpose of this evaluation. The bidder should provide complete details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that 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.

It is requested that for each of the criteria, bidder statements in this section make direct reference, project identifier, page number, to the supporting section(s) in the proposed resource's resume and/or proposal.

The summary of the maximum points to be awarded is summarized as following:

Number	Criteria	Maximum
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R1	Work Experience – crisis and emergency management for rapid deployment teams	15
R2	Work Experience – training delivery	15
R3	Experience in a high risk environment	15
R4 A,B,C,D	Proposed course curriculum and simulation exercise Minimum requirement of 48 points (60%) for R4 Factors A-D	80
R5	Overall understanding of the project	15
R6	Location of the classroom and simulation exercise	10
Total		150

Point Rated Criteria	Point Allocation	Score	Substantiation/Cross Reference to Proposal
<p>R1 – Work Experience - crisis and emergency management for rapid deployment teams</p> <p>The bidder should demonstrate using project descriptions that the proposed lead resource has knowledge and experience based on the number of years worked in the area of crisis and emergency management for rapid deployment teams.</p>	<p>2 to 3 years = 5 points Over 3 years to 5 years = 10 points More than 5 years = 15 points</p> <p>Note: One (1) year of experience can be defined as a minimum of twenty (20) days of work over a one (1) year period.</p>	/15	
<p>R2 – Work Experience - training delivery</p> <p>The bidder should demonstrate using project descriptions that each proposed resource has experience in training delivery.</p>	<p>2 to 3 years = 5 points Over 3 years to 5 years = 10 points More than 5 years = 15 points</p> <p>Note: One (1) year of experience can be defined as a minimum of twenty (20) days of program delivery over a one (1) year period.</p>	/15	
<p>R3 – Experience in a high risk environment</p> <p>The bidder should demonstrate using project descriptions that the proposed lead resource has experience working in a high risk environment, such as areas of</p>	<p>2 to 3 years = 5 points Over 3 years to 5 years = 10 points More than 5 years = 15 points</p>	/15	



<p>conflict, high criminality or threats of terrorism.</p>	<p>Note: One (1) year of experience can be defined as a minimum of twenty (20) days of work over a one (1) year period.</p>		
<p>R4a – Proposed course curriculum and simulation exercise</p> <p>Factor A: Overall quality/relevance of the course curriculum.</p> <p>The bidder’s presentation of their proposed course curriculum is tailored to address DFATD’s requirement in training Standing Rapid Deployment Team (SRDT) members deployed into crisis situations as identified in Annex A – Statement of Work.</p>	<p>Excellent (10 points) = Curriculum was professional, of excellent quality – provided an excellent overview (approach was logical, relevant, comprehensive and substantial).</p> <p>Good (7 points) = curriculum was professional, well done – provided a solid overview (approach was logical, mostly relevant, mostly comprehensive and mostly substantial).</p> <p>Satisfactory (5 points) = curriculum was adequate – provided an adequate overview (approach was mostly logical, mostly relevant, not as comprehensive as it should be, not enough substance).</p> <p>Any factor not meeting satisfactory will be assigned a rating of zero (0).</p>	<p>/10</p>	
<p>R4b – Proposed course curriculum and simulation exercise</p> <p>Factor B: Skill Learning</p> <p>The bidder’s proposed course curriculum addresses all skills that are required by Standing Rapid Deployment Team (SRDT) members as detailed in Annex “A” – Statement of Work.</p>	<p>Excellent (15 points) = curriculum clearly shows excellence in ability to teach crisis management and meet the requirements detailed in the Statement of Work throughout the course curriculum</p> <p>Good (12 points) = curriculum shows solid to mostly excellent ability throughout.</p> <p>Satisfactory (8 points) = curriculum shows a good command in ability, may struggle at times (has gaps in curriculum).</p> <p>Any factor not meeting satisfactory will be assigned a rating of zero (0).</p>	<p>/15</p>	



<p>R4c – Proposed course curriculum and simulation exercise</p> <p>Factor C: Realism</p> <p>The bidder’s proposed simulation exercise is realistic and addresses all factors listed as detailed in Annex “A” – Statement of Work.</p>	<p>Excellent (50 points) = The proposed approach demonstrates an exceptional understanding of the requirements outlined in the Statement of Work and the scope of work entailed. It provides exceptionally detailed information on methodology and timelines indicating how these requirements are to be met in an effective and efficient manner.</p> <p>Good (35 points) = The proposed approach demonstrates a solid understanding of the requirements outlined in the Statement of Work and the scope of work entailed. It provides adequately detailed information on methodology and timelines indicating how these requirements are to be met in an effective and efficient manner.</p> <p>Satisfactory (25 points) = The proposed approach demonstrates an adequate understanding of the requirements outlined in the Statement of Work, but provides limited information on methodology and timelines indicating how these requirements are to be met in an effective and efficient manner.</p> <p>If the bidder’s proposed approach does not demonstrate an adequate understanding of the requirement outlined in the Statement of Work and does not provide sufficiently detailed information on proposed methodology and timelines indicating how these requirements are to be met in an effective and efficient manner, the bidder will be awarded a score of zero (0) points.</p>	/50	
<p>R4d – Proposed course curriculum and simulation exercise</p> <p>Factor D: Accommodation for simulation exercise</p> <p>The bidder should provide an accommodation plan for the simulation portion of the week. Examples of accommodation for this</p>	<p>Excellent (5 points) = the proposed accommodation exceptionally reflects living conditions while on emergency deployments; is conducive to the learning objectives and provides opportunities to apply knowledge related to basic emergency shelter.</p> <p>Good (3 points) = the proposed accommodation solidly reflects living</p>	/5	



<p>portion may include: barracks, cabins, tents, etc.</p> <p>Note: the Contractor is responsible to cover accommodation costs for this portion of the week.</p>	<p>conditions while on emergency deployments; and is conducive to the learning objectives or provides opportunities to apply knowledge related to basic emergency shelter.</p> <p>Satisfactory (2 points) = the proposed accommodation adequately reflects living conditions while on emergency deployments; and is conducive to the learning objectives or provides opportunities to apply knowledge related to basic emergency shelter.</p> <p>Any details not meeting satisfactory will be assigned a rating of zero (0).</p>		
<p>R5 – Overall understanding of the project</p> <p>The bidder should provide a detailed description of how the bidder intends to approach the design and development of a scenario-based learning experience set in the context of an embassy or alternate command post-type environment.</p> <p><i>and</i></p> <p>The bidder should demonstrate an understanding of the requirements as outlined in their proposed approach.</p>	<p>Excellent (15 points) = The proposed approach demonstrates an exceptional understanding of the requirements outlined in the Statement of Work and the scope of work entailed. It provides exceptionally detailed information on methodology and timelines indicating how these requirements are to be met in an effective and efficient manner.</p> <p>Good (10 points) = The proposed approach demonstrates a solid understanding of the requirements outlined in the Statement of Work and the scope of work entailed. It provides adequately detailed information on methodology and timelines indicating how these requirements are to be met in an effective and efficient manner.</p> <p>Satisfactory (7 points) = The proposed approach demonstrates an adequate understanding of the requirements outlined in the Statement of Work, but provides limited information on methodology and timelines indicating how these requirements are to be met in an effective and efficient manner.</p> <p>If the bidders proposed approach does not demonstrate an adequate understanding of the requirement outlined in the Statement of Work and does not provide sufficiently detailed information on</p>	<p>/15</p>	



	proposed methodology and timelines indicating how these requirements are to be met in an effective and efficient manner, the bidder will be awarded a score of zero (0) points.		
<p>R6 – Location of the classroom and simulation exercise</p> <p>The bidder should provide their proposed location of the classroom and simulation exercise.</p>	<p>Excellent (10 points) = The proposed location is within 500 km of the National Capital Region.</p> <p>Good (5 points) = The proposed location is between 501 km and 1000 km of the National Capital Region.</p> <p>Satisfactory (2 points) = The proposed location is between 1001 and 2000 km of the National Capital Region.</p> <p>If the bidders proposed location is further than 2000 km of the National Capital Region the bidder will be awarded a score of zero (0) points.</p>	/10	
	Minimum Pass Mark: 60% (90 out of 150)	/150	



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications 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.

5.1.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?ga=1.229006812.1158694905.1413548969#afed).

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

5.1.3 Status and Availability of Resources

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



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

5.1.4 Education and Experience

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

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

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

5.2 Certification of Language – Bilingual Essential

By submitting a bid, the Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, at least one (1) individual proposed in its bid will be fluent in English and French. The individual(s) proposed must be able to communicate orally and in writing in both English and French without any assistance and with minimal errors.



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements – Not Applicable

6.2 Financial Capability

- a. SACC Manual clause A9033T (2012-07-16) *Financial Capability* applies except that subsection 3 is deleted and replaced with the following:

"If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."

- b. In the case of a joint venture Bidder, each member of the joint venture must meet the financial capability requirements.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must provide Rapid Deployment Team (SRDT) Training in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid, dated _____.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

4007 (2022-12-01) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

7.3 Security Requirements

There is no security requirement applicable to the Contract. The Contractor/Offeror must comply with the provisions of the Security Requirements Check List (SRCL) attached at Annex C.

7.4 Period of the Contract

The period of the Contract is from date of contract award for a period of one (1) year.

7.4.1 Option to Extend the Contract

- a. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- b. Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

7.6 Pre-Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

7.7 Authorities

7.7.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Trent Clemenhagen



Title: Procurement Officer
Organization: Department of Foreign Affairs, Trade and Development Canada
Address: 200 Promenade du Portage, Gatineau QC
Telephone: (613) 791-6747
E-mail address: trent.clemenhagen@international.gc.ca

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

7.7.2 Project Authority

The Project Authority for the Contract is: (to be determined at the time of 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.

7.7.3 Contractor's Representative

Note to Bidders: The Contractor's Representative and contact information will be identified at the time of contract award.

7.8 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.

7.9 Payment

7.9.1 Basis of Payment

SACC H3010C (2016-01-28) - Milestone Payments - Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a) an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.9.2 Milestone Schedule

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:



Milestone No.	Description or “Deliverable”	Due Date or “Delivery Date”
1	Production and Delivery of Training Materials	TBD at contract award
2	Classroom Training #1 (Initial Contract Period)	TBD at contract award
3	Classroom Training #2 (Initial Contract Period)	TBD at contract award
4	Classroom Training #3 (Initial Contract Period)	TBD at contract award
5	Classroom Training #1 (Option Period 1)	TBD at contract award
6	Classroom Training #2 (Option Period 1)	TBD at contract award
7	Classroom Training #3 (Option Period 1)	TBD at contract award
8	Classroom Training #1 (Option Period 2)	TBD at contract award
9	Classroom Training #2 (Option Period 2)	TBD at contract award
10	Classroom Training #3 (Option Period 2)	TBD at contract award
11	Classroom Training #1 (Option Period 3)	TBD at contract award
12	Classroom Training #2 (Option Period 3)	TBD at contract award
13	Classroom Training #3 (Option Period 3)	TBD at contract award

7.9.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any Applicable taxes. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work.



whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.9.4 Time Verification

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

7.10 Invoicing Instructions

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the monthly progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
 3. The Contractor must prepare and certify one (1) original and one (1) copy of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.
 4. The Contractor must not submit claims until all work identified in the claim is completed.

7.11 Compliance with Certifications

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

7.12 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.13 Applicable Laws

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



7.14 Copyright in Material

In this section, "Material" means anything that is created by the Contractor as part of the Work under the Contract, that is required by the Contract to be delivered to Canada and in which copyright subsists, excluding any computer software code and all documentation manuals or guides intended to assist end users or technicians in respect of that code. "Material" does not include anything created by the Contractor before the award date of the Contract.

Copyright in the Material belongs to Canada and the Contractor must include the copyright symbol and either of the following notice on the Material: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).

The Contractor must not use, copy, divulge or publish any Material except as is necessary to perform the Contract. The Contractor must execute any conveyance and other documents relating to copyright in the Material as Canada may require.

The Contractor must provide at the request of Canada a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the Contractor is the author of the Material, the Contractor permanently waives its moral rights in the Material.

7.15 Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

7.16 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2022-12-01) - Higher Complexity - Services, apply to and form part of the Contract
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____.

7.17 Foreign Nationals (Canadian Contractor or Foreign Contractor)

- a. *SACC Manual* clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

- b. *SACC Manual* clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)



The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.18 Insurance Requirements

A. Compliance with Insurance Requirements

1. The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
2. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
3. The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

B. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.



- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

C. Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.19 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

Standing Rapid Deployment Team (SRDT) Training

2. Objectives

Global Affairs Canada requires the professional services of a Contractor to provide one week of classroom and simulation training to Government of Canada employees on the Standing Rapid Deployment Team (SRDT) or who may be deployed to assist in a crisis abroad. The Contractor will be responsible for the preparation and delivery of up to three (3) sessions per year of the contract.

3. Background

The Standing Rapid Deployment Team (SRDT) is composed of Global Affairs Canada employees who are on a rotational stand-by schedule, ready to deploy abroad in case of crisis affecting Canadians or Canadian interests.

Global Affairs Canada has a duty of care towards its employees and therefore provides emergency management and crisis training to SRDT members and select Government of Canada employees in order to sensitize, train and help them develop the knowledge and skills to manage difficult circumstances related to deployments.

4. Scope of Work

Contractor's deliverables:

The training must be delivered by instructors who have experience in emergency and crisis management, deployment and personal well-being training. The Contractor will coordinate the hiring and scheduling of the various professionals.

The Contractor must have the resource(s) to deliver up to three sessions per year of no more than 30 participants per session. The scheduled dates for the course delivery will be decided upon between Global Affairs Canada and the Contractor. Additional, modified sessions may be requested.

The Contractor will be required to design and produce scenario-based learning materials within a simulated working environment. The design must be a blend of classroom learning and continuous simulation learning utilizing, but not limited to, lectures, simulations, case studies, guided discussion, and practical exercises.

The classroom portion of the curriculum must incorporate the key activities and decision making situations that are managed by SRDT members and cover the following elements:

- Emergency and crisis management
- Working in teams
- Duty of care/personal wellbeing
- Setting up emergency operations
- Dealing with difficult clients and de-escalation techniques
- Personal concerns regarding safety and security



The Contractor is responsible for finding and securing the locations and accommodations for training participants during the simulation portion of the curriculum. The contractor is also responsible for providing meals to the participants for the duration of the simulation.

The simulation portion of the curriculum must promote networking and collaboration, be immersive and focus on problem solving, judgement and decision-making.

- Requires the creation of a fictitious country which will provide context for the scenarios and injects of information. The country does not have a Canadian embassy but could have an Honorary Consul. Background Information of the country must be provided, including information/background of:
 - Capital city (and any other pertinent cities and regions)
 - Political, trade, geographic, cultural background, etc.
 - Neighbouring country or countries
 - Map of region with indicators of important locations (i.e., police station, hospital, etc.)
- The simulation portion of the curriculum's scenario must introduce participants to the types of tasks and situations they will encounter when deployed into a crisis. Within the simulation portion of the training, the following elements must be included/covered:
 - Involve 25 or more actors enacting highly realistic scenarios in various emotional states. To meet the Government of Canada's commitment to diversity, 25% of the actors must be Black, other racialized and Indigenous People as well as persons with disabilities
 - Roles must include, but are not limited to: distressed Canadians, local officials (i.e., doctors, police, government, etc.), media (both Canadian and local) and any other people/authorities that may be encountered during an emergency deployment
 - Last at least 36 hours and take place in a remote area
 - Include setting up temporary shelter, a temporary office as well as consular client reception area
 - At least 5 realistic stations (for example, but not limited to: immigration in foreign country, dealings with local authorities, visits to hospitals, morgues, jails, etc.) depicting possible situations encountered during emergency deployments
 - Provide coaching and ongoing evaluation to participants
 - Focus on making local contacts, such as, but not limited to: with police, hospitals, travel and insurance companies, airports, etc.

The Contractor will be expected to:

- Prepare for the delivery of the session, which includes forwarding suggestions for updating material, creation of complementary activities, and staying aware of recent tips and trends related to emergency deployments
- Delivery of the full week of the SRDT training to up to 30 participants per session, up to three times per year
- Report specific suggestions regarding improvements to course material, activities, and presentation content
- Provide the finished presentation, activities, and participant handouts to Global Affairs Canada

Global Affairs Canada will provide:

- Context on Global Affairs policies, guidelines and practices pertaining to crisis and emergency management, consular services and other relevant information



- Information to create this background context for the activities as well as some of the activities created for the classroom courses
- Classrooms in the National Capital Region for the classroom portion of the curriculum. Other items can/may include a projector, computer, flipcharts, speakers, etc.
- List of participants
- Resources to play Global Affairs Canada authorities during the simulation portion of the curriculum

5. Language requirement

The supplier must be prepared to deliver all classroom sessions in a bilingual format and respond to questions in both official languages.

6. Location of training

All training and work done by the Contractor shall be performed in/around the National Capital Region. The decision to perform the training outside that area will be discussed on a case-by-case basis. If classroom training is located outside of the National Capital Region, the Contractor must be able to secure basic accommodation for all participants.

7. Travel

There may be a requirement for travel outside the National Capital Region.

Global Affairs Canada will not cover any costs related to travel of trainers or representatives of the Contractor when meeting with Contractor or to deliver the training.

8. Proposed resources

The Contractor must be available to start work within four weeks of the awarding of the contract. Any subsequent replacements of the proposed resources must be mutually acceptable and meet or exceed the evaluated criteria. Should the services of any individual resource prove unsatisfactory following course evaluations, the Contractor will be informed verbally followed by written correspondence and the individual must then be replaced.

9. Security

As the Contractor will not require access to GAC facilities, equipment or electronics, there is no security requirement level.

10. Contract duration

The Contractor will deliver up to three sessions for one year with the possibility of three optional years.

11. Costs

The Contractor must be able to accommodate and provide meals for all participants during the simulation portion of the curriculum.

The Contractor will send an invoice to Global Affairs Canada after the completion of each training session.



12. Non-disclosure

The Contractor will not disclose and/or share any content or material by the Government of Canada for the purpose of this training outside of this training. The Contractor may only disclose/share information about training content and material with the Project Authority, Project Administrator and the participants if authorization, unless authorization to share is received from the Project Authority and/or Project Administrator.

13. Intellectual property

All intellectual property including, but not limited to, patents, copyrights, trademarks and ownership of data resulting from the Contract are the property of the Contractor. Global Affairs Canada may inter alia use, reproduce, adapt, translate, publish, disseminate and distribute for non-commercial purposes and free of charge, any documents resulting from this Contract.



**ANNEX “B”
BASIS OF PAYMENT**

CONTRACT PERIOD:

		Estimated Contract Period June 1st, 2023 – May 31st, 2024	
Milestone No.	Volumetric Data (estimated)	Firm Rate	Total Cost
1	Production and Delivery of Training Material (one time cost)	\$	\$
2,3,4	Conduct 3 Training Sessions and Deliver Report	\$ (Cost per Participant)	\$ (Estimate at 100 Participants)
Total Estimated Initial Contract Cost:			\$

OPTION PERIOD 1:

		Estimated Option Period 1 June 1st, 2024 – May 31st, 2025	
Milestone No.	Volumetric Data (estimated)	Firm Rate (Cost per Participant)	Total Cost (Estimate at 100 Participants)
5,6,7	Conduct 3 Training Sessions and Deliver Report	\$	\$
Total Estimated Option Period 1 Cost:			\$

OPTION PERIOD 2:

		Estimated Option Period 2 June 1st, 2025 – May 31st, 2026	
Milestone No.	Volumetric Data (estimated)	Firm Rate (Cost per Participant)	Total Cost (Estimate at 100 Participants)



8,9,10	Conduct 3 Training Sessions and Deliver Report	\$	\$
Total Estimated Option Period 2 Cost:			\$

OPTION PERIOD 3:

		Estimated Option Period 3 June 1 st , 2026 – May 31 st , 2027	
Milestone No.	Volumetric Data (estimated)	Firm Rate (Cost per Participant)	Total Cost (Estimate at 100 Participants)
11,12,13	Conduct 3 Training Sessions and Deliver Report	\$	\$
Total Estimated Option Period 3 Cost:			\$

Total Estimated Initial Contract and Option Periods Cost: \$_____ (excluding taxes)

****NOTE** - Prices must include all associated travel, accommodation, and any other costs related to performing the training.**



ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST



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

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	Global Affairs Canada	2. Branch or Directorate / Direction générale ou Direction CFM/CSD/CSW
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 Training to prepare new and existing members of the Standing Rapid Deployment Team (SRDT) on how to respond to crises and emergency situations. Contractor will provide both in-classroom training as well as provide live field examples, scenarios and exercises. Content covered will be crisis and emergency management.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No Non	<input 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 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 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 type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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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 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 EMBLEMES			

Special comments:
 Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? 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

Security Classification / Classification de sécurité
--





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, 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).**