

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À :**

Bid Receiving/Réception des soumissions

[E\\_Pacific\\_bids@rcmp-grc.gc.ca](mailto:E_Pacific_bids@rcmp-grc.gc.ca)

## REQUEST FOR PROPOSAL

## DEMANDE DE PROPOSITION

Proposal to: Royal Canadian Mounted  
Police

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

Proposition aux : Gendarmerie royale du  
Canada

Nous offrons par la présente de vendre à Sa Majesté le Roi 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

<b>Title – Sujet</b> Internet for Investigators Course		<b>Date</b> 2024/03/21
<b>Solicitation No. – N° de l'invitation</b> 202403078/A		
<b>Client Reference No. - No. De Référence du Client</b> M2989-3-0294		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00pm	<i>PDT</i>
<b>On / le :</b>	2024/04/23	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements</b> <a href="mailto:Alice.weng@rcmp-grc.gc.ca">Alice.weng@rcmp-grc.gc.ca</a>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>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)</b>		
<b>Signature</b>	<b>Date</b>	



## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

- 1.1. Introduction
- 1.2. Summary
- 1.3. Debriefings
- 1.4. Recourse Mechanisms

### PART 2 - BIDDER INSTRUCTIONS

- 2.1. Standard Instructions, Clauses and Conditions
- 2.2. Submission of Bids
- 2.3. Enquiries - Bid Solicitation
- 2.4. Applicable Laws
- 2.5. Promotion of Direct Deposit Initiative
- 2.6. Volumetric Data

### PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions

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

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1. Certifications Required Precedent to Contract Award and Additional Information  
Attachment 1 to Part 5: Certificate of Independent Bid Determination

### PART 6 – SECURITY REQUIREMENTS

- 6.1. Security Requirement

### PART 7 – RESULTING CONTRACT CLAUSES

- 7.1. Statement of Work
- 7.2. Standard Clauses and Conditions
- 7.3. Security Requirement
- 7.4. Term of Contract
- 7.5. Authorities
- 7.6. Proactive Disclosure of Contracts with Former Public Servants (*if applicable*)
- 7.7. Payment
- 7.8. Invoicing Instructions



- 7.9. Compliance
- 7.10. Applicable Laws
- 7.11. Priority of Documents
- 7.12. Procurement Ombudsman
- 7.13. Replacement of Specific Individuals
- 7.14. Insurance

**List of Annexes:**

- Annex **A** Statement of Work
- Annex **B** Basis of Payment
- Annex **C** Security Requirements Check List (SRCL)
- Annex **D** Agreement of Non-Disclosure and Confidentiality
- Annex **E** Evaluation Criteria and Selection Method



## PART 1 - GENERAL INFORMATION

NOTE: [Canada Buys](#) is the new official source for Government of Canada tender and award notices, and as a source for information, procurement policy and guidelines.

### 1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, Agreement of Non-Disclosure and Confidentiality and Evaluation Criteria and Selection Method.

### 1.2 Summary

- 1.2.1 The Pacific Region Training Centre of the RCMP “E” division has a requirement for the provision of instruction and delivery of an approximately five days and 35 hours of “Internet for Investigators” course for RCMP officers to successfully conduct Internet investigations. The Contractor should provide both in-class and virtual instruction that include assessments and provision of feedback on assignments and research projects. The RCMP requires an estimated ten courses per year with approximately 24 participants for each course. The contract period is three years with additional two one-year renewal options.
- 1.2.2 There are 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 Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc->



---

src/introduction-eng.html) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

### 1.3 Debriefings

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

### 1.4 Recourse Mechanisms

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

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>



## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 120 days

### **2.2 Submission of Bids**

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

NOTE: The RCMP has not been approved for bid submission by Canada Post Corporation (CPC) Connect service.

Bids transmitted by facsimile to RCMP will not be accepted.

### **2.3 Enquiries - Bid Solicitation**

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

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



the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.4 Applicable Laws

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

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

## 2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful Bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

## 2.6 Volumetric Data

The volumetric data in Basis of Payment at Annex B has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that the Bidder submit their complete email bid in separately saved and attached sections as follows:

**Section I: Technical Bid** (one soft copy in PDF format)

**Section II: Financial Bid** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

#### **Important Note:**

For bids transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- a. receipt of garbled or incomplete bid;
- b. delay in transmission or receipt of the bid to the [E Pacific bids@rcmp-grc.gc.ca](mailto:E_Pacific_bids@rcmp-grc.gc.ca) email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the bid submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. failure of the Bidder to properly identify the bid;
- f. illegibility of the bid; or
- g. security of bid data.

A bid transmitted electronically constitutes the formal bid of the Bidder and must be submitted in accordance with Section 05 of [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements.

The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. A bid transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Bidder to ensure receipt.

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

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





- a. use a numbering system that corresponds to the bid solicitation.

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

1. Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
2. Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGystar, etc.)
3. Unless otherwise noted, Bidders are encouraged to submit bids electronically. If hard copies are required, Bidders should:
  - a. 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
  - b. 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.

### **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.

### **Section II: Financial Bid**

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

**3.1.2 Exchange Rate Fluctuation**  
[C3011T](#) (2013-11-06), Exchange Rate Fluctuation



**Section III: Certifications**

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



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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Refer to Annex "E" for detailed mandatory criteria.

##### **4.1.1.2 Point Rated Technical Criteria**

Refer to Annex "E" for detailed point rated technical criteria.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

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

### **4.2 Basis of Selection – Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. The rating is performed on a scale of 15 points.
2. Bids not meeting (a) and (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 points equals 15 and the lowest evaluated price is \$45,000 (45).

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

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		12/15	8/15	10/15
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$12/15 \times 60 = 48$	$8/15 \times 60 = 32$	$10/15 \times 60 = 40$
	<b>Pricing Score</b>	$48/55 \times 40 = 34.91$	$32/50 \times 40 = 25.60$	$40/45 \times 40 = 35.56$
<b>Combined Rating</b>		82.91	57.60	75.56
<b>Overall Rating</b>		1st	3rd	2nd



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications 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

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to 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:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

#### 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).



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

### **5.1.3 Additional Certifications Precedent to Contract Award**

#### **5.1.3.1 Independent Bid Determination**

The attached Certificate of Independent Bid Determination (attached Attachment 1) has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring Bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the Bidder has entered into with competitors regarding the call for tenders.

#### **5.1.3.2 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: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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



### 5.1.3.3 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.

### 5.1.3.4 Education and Experience

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





**ATTACHMENT 1 to PART 5 - CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

\_\_\_\_\_  
(Corporate Name of Recipient of this Submission)

for: \_\_\_\_\_  
(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

\_\_\_\_\_  
(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - (a) has been requested to submit a bid in response to this call for bids;
  - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
  - (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached



---

document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;

7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) methods, factors or formulas used to calculate prices;
  - (c) the intention or decision to submit, or not to submit, a bid; or
  - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;
  
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
  
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

---

(Printed Name and Signature of Authorized Agent of Bidder)

---

(Position Title)

---

(Date)



## **PART 6 - SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 – Resulting Contract Clauses;
  - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP 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 perform the Work in accordance with the Statement of Work at Annex "A".

### **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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

#### **7.2.1 General Conditions**

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

### **7.3 Security Requirements**

**7.3.1** The following security requirements (SRCL and related clauses) apply and form part of the Contract.

1. FA02 Clearance - Escort required at all times while in RCMP buildings
2. Instructor must sign in/out with the front desk Commissionaires
3. Protected information must not be discussed during the course

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2027 inclusive.

#### **7.4.2 Option to Extend the Contract**

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

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

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Alice Weng  
Title: Procurement Officer  
Royal Canadian Mounted Police  
Address: #909-14200 Green Timbers Way, Surrey BC V3T 6P3  
Telephone: 236-334-1449  
E-mail address: [alice.weng@rcmp-grc.gc.ca](mailto:alice.weng@rcmp-grc.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.

**7.5.2 Project Authority *(to be inserted at contract award)***

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Royal Canadian Mounted Police  
Directorate: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

**7.5.3 Contractor's Representative *(to be inserted at contract award)***

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_



Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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

### 7.7.2 Method of Payment

SACC Manual clause [H1001C](#) (2008-05-12), Multiple Payments

## 7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows: One (1) copy must be forwarded by email to the Project Authority and to the Contracting Authority for certification and payment.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

## 7.10 Applicable Laws



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

## 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2022-12-01) Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Agreement of Non-Disclosure and Confidentiality
- (g) the Contractor's bid dated \_\_\_\_\_,

## 7.12. Procurement Ombudsman

### 7.12.1 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

### 7.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## 7.13 Replacement of Specific Individuals



1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
  
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. the name, qualifications and experience of the proposed replacement; and
  - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
  
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

#### **7.14 Insurance**

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





---

## ANNEX "A"

### STATEMENT OF WORK

#### 1. TITLE

Internet for Investigators Course

#### 2. BACKGROUND

The Internet is consistently showing itself as a beneficial and significant resource in all investigations. In many cases today, evidence can only be found on the internet. RCMP officers must acquire a solid understanding of Internet architecture, Internet search techniques and the opportunities and dangers that the Internet presents for investigators. As such, RCMP is seeking customized training to support its members in carrying out successful Internet investigations.

#### 3. ACRONYMS

RCMP Royal Canadian Mounted Police  
SOW Statement of Work  
PA Project Authority

#### 4. REQUIREMENT/SCOPE OF SERVICES

The RCMP has a requirement for the development and delivery of approximately ten courses per year for up to 24 participants each. Due to the material to be covered, it is anticipated that each course will require five days, and 35 hours to accommodate a standard work day/week including lunch breaks. The RCMP may need to adjust delivery frequency, schedule, and number of participants based on operational needs. The requirement also includes the need for the Contractor to update the course content on a regular basis to reflect changes on the Internet.

#### 5. TASKS

5.1 Contractor must develop and deliver a customized "Internet for Investigators", including but not limited to the following:

5.1.1 Each course must consist approximately five days and 35 hours of facilitated instruction that includes assessments and provision of feedback on assignments and research projects. Feedback must be provided to the participants verbally in class or through a written document.

5.1.2 Contractor must deliver the course in two different formats:

- a) In Class: Instructor Led course delivery in a computer lab at the Pacific Region Training Centre; and
- b) Virtually: Through a virtual platform where the participants can participate in the course remotely.



- 5.1.3 If a log-in credential is required to access course content, the Contractor must capture only each participant's name and e-mail address.
- 5.1.4 Contractor must provide the course which includes, but is not to be limited to, the following mandatory themes:
  - 5.1.4.1 Online Research, Investigations and Open Source Intelligence (OSINT);
  - 5.1.4.2 Search Engine Advanced Features;
  - 5.1.4.3 Advanced Browser Usage;
  - 5.1.4.4 Image Searching, Reverse Searching and Basic Analysis;
  - 5.1.4.5 Basic Web Page Deconstruction;
  - 5.1.4.6 Critically Evaluating Online Material;
  - 5.1.4.7 Understanding and Finding Content on the Deep Web;
  - 5.1.4.8 Introduction to Internet Domains and WHOIS Lookups;
  - 5.1.4.9 Understanding Your Online "Footprints" and "Fingerprints" – Web Analytics;
  - 5.1.4.10 Tor Project Overview - Introduction to the Dark Web;
  - 5.1.4.11 Enhanced Browser Security Configuration and Applications;
  - 5.1.4.12 Crowdsourcing and Accessing Real Time Information;
  - 5.1.4.13 Social Media Research and Analytics;
  - 5.1.4.14 Intelligence Analysis;
  - 5.1.4.15 Tools for Collating Web Sourced Content; and
  - 5.1.4.16 Options for accessing Web Pages and Sites That Are No Longer Available.
  - 5.1.4.17 Finding Content on the Deep Web;
- 5.1.5 The following are additional themes which are not mandatory, but recommended:
  - 5.1.5.1 Web Site Translation -Translated Search Options;
  - 5.1.5.2 Encryption Overview
  - 5.1.5.3 Mobile Device Security Awareness and Options;
  - 5.1.5.4 Metasearch Tools;
  - 5.1.5.5 Discussion Boards and Blogs;
  - 5.1.5.6 Geofencing and Social Media Monitoring by Location;
  - 5.1.5.7 Advanced and Privacy Protected means of Communication.
- 5.2 Contractor must develop evaluation tools to assess each participant.
  - 5.2.1 Contractor must assess each participant in the following two ways:
    - 5.2.1.1 Formative: exercises to reinforce the learning of key concepts and help participants practice the skills being taught.
    - 5.2.1.2 Summative: a scenario-based Internet investigation exercise providing a realistic Internet investigation experience.
  - 5.2.2 The Contractor must assess each participant to ensure they can perform the following tasks after completion of the training:



- 5.2.2.1 Develop an effective online research plan;
- 5.2.2.2 Use strategies to overcome a number of frustrations typically experienced by untrained online investigators and researchers;
- 5.2.2.3 Use the non-linear thinking skills necessary to become a successful online investigator;
- 5.2.2.4 Explain the importance and time-saving benefits of Internet investigation tools and techniques;
- 5.2.2.5 Identify the opportunities and dangers that the Internet presents for investigators;
- 5.2.2.6 Use the Internet to conduct Open Source Intelligence analysis;
- 5.2.2.7 Describe the dark web;
- 5.2.2.8 Use the deep web as a means of investigation;
- 5.2.2.9 Employ tactics to secure real time information;
- 5.2.2.10 Use social media sites to collect information; and
- 5.2.2.11 Conduct and document Internet based investigations in a manner that can be explained to the Courts.

- 5.3 The Contractor must provide electronic materials for the training programs and any additional program materials in support of the training to the Project Authority

**The Contractor must review training materials to ensure content of curriculum and all training materials is updated every 6 months or at the request of the Project Authority 6. Deliverables**

**6.1 Deliverables for task 5.1**

- 6.1.1 The Contractor must provide a draft of the “Internet for Investigators” course material and training syllabus to the Project Authority for review prior to course commencement, no later than two (2) weeks after contract award.
- 6.1.2 The Contractor must provide the final copy of the the “Internet for Investigators” course material and training syllabus to the Project Authority no later than two (2) weeks prior to scheduled course
- 6.1.3 Contractor must facilitate, supervise and provide guidance for the training

**6.2 Deliverables for task 5.2**

- 6.2.1 Provide feedback to participants during both the formative and summative assessments;
- 6.2.2 Provide all participants’ course assessment documents and copies of the participants’ exercises to the-Project Authority no later than thirty (30) days following course completion.

**6.3 Deliverables for task 5.3**



- 6.3.1 Prepare and maintain all training materials, approved by the Project Authority, in an electronic format, required for effective course delivery;

#### **6.4 Deliverables for task 5.4**

- 6.4.1 Every 6 months, Contractor must confirm that the content of the course remains current.
- 6.4.2 Contractor must provide any necessary updates to the content of curriculum and all training materials after receiving an approval from the Project Authority

### **7. RCMP support**

RCMP "E" Division will provide:

- 7.1 Course bookings and scheduling logistics;
- 7.2 Participants loading, registration and certification logistics;
  - 7.2.1 Computers will be provided by the RCMP to all participants. Computers will have access to open internet to use during the course.
- 7.3 Classroom and technical support such as Broadband Internet Connectivity and Bandwidth capable of multiple connections; a Shared Network Drive to facilitate the sharing of data; and a "Network attached storage device" for participants to download current course material provided by the Contractor;
- 7.4 Hard copies of training materials for each participant;
- 7.5 Coordinate participants' course evaluations of the training and provide feedback to the Contractor; and
- 7.6 Finalize the training schedules with the Contractor; confirm session's dates, location and Instructor's availability.

### **8. TRAVEL**

Travel to and from the sites of instruction and meetings is the responsibility of the Contractor and its personnel. The Contractor will not be compensated for travel expenses incurred in fulfilling the contract.

### **9. MEETINGS**

The Contractor must attend any meetings requested by the Project Authority. The RCMP may call a meeting at any time to resolve urgent matters and/or resolve any issues or concerns. The meetings will be held virtually or via telephone.

### **10. CANCELLATION OR RESCHEDULING**

- 10.1 RCMP may cancel in-person training due to an unforeseeable or uncontrollable event including,



but not limited to a lockdown, strike, virus attack, a pandemic, a power or technical failure) at no charge regardless of when RCMP gives notice to the Contractor;

- 10.2 RCMP may cancel or reschedule the in-person/online training without incurring a fee by giving a written notice to the Contractor by email at least seven (7) calendar days prior to in-person training delivery or 2 calendar days prior to online training;
- 10.3 In the event that RCMP cancels or reschedules a) an in-person training session between one (1) to six (6) calendar days prior to the delivery date, or b) an online training session one day prior to the delivery date, the Contractor will be paid 50% of the firm unit price per in-person training session in accordance with Annex B-Basis of Payment; and
- 10.4 In the event that RCMP cancels or reschedules a scheduled in person/online training on the day of or during the training, the Contractor will be paid the firm unit price per in-person/online training session in accordance with Annex B-Basis of Payment.

## 11. LANGUAGE OF WORK

The language of all work and deliverables must be in English

## 12. LOCATION OF WORK

- 12.1 The in-class courses must be performed at:

Royal Canadian Mounted Police  
Pacific Region Training Centre  
45337 Calais Crescent  
Chilliwack, B.C.  
V2R 0N6  
Canada

- 12.2 The virtual delivery courses may be performed at any location.



---

**ANNEX “B”**

**BASIS OF PAYMENT**

The Contractor will be paid a firm unit price for each “Internet for Investigators” course delivered in-person in a BC location or online. The price will include updated course materials, instructor’s facilitation and assessments as described in Annex A –Statement of Work. Customs duties are included and Applicable Taxes are extra.

**FOR EVALUATION PURPOSES ONLY**

The Bidder must insert their firm, all-inclusive unit prices in Table 1 below (columns B, E, H, K and N) and complete the extended price calculation (columns C, F, I, L and O) for the contract period identified. Failure to complete the table in full will result in the bid being deemed non-responsive and given no further consideration.

The estimated quantities (number of courses and time Required to update course material) is provided for evaluation purposes only and does not constitute a guarantee or commitment on behalf of Canada.

**The total evaluated price: : P+ Q + R + S +T (taxes not included)**



DESCRIPTION	CONTRACT PERIOD YEAR 1 FROM AWARD TO 2025-03-31			CONTRACT PERIOD YEAR 2 FROM 2025-04-01 TO 2026-03-31			CONTRACT PERIOD YEAR 3 FROM 2026-04-01 TO 2027-03-31			OPTION YEAR 1 FROM 2027-04-01 TO 2028-03-31			OPTION YEAR 2 FROM 2028-04-01 TO 2029-03-31		
	QTY (A)	PRICE (B)	C = AxB	QTY (D)	PRIC E (E)	F = DxE	QTY (G)	PRICE (H)	I = GxH	QT Y (J)	PRICE (K)	L = JxK	QT Y (M)	PRICE (N)	O = MxN
5 Days In Person Training Course (up to 24 participants)	5	\$	\$	5	\$	\$	5	\$	\$	5	\$	\$	5	\$	\$
5 days Online Training Course (up to 24 participants)	5	\$	\$	5	\$	\$	5	\$	\$	5	\$	\$	5	\$	\$
Time Required to update course material	5	\$ /hr	\$	5	\$ /hr	\$	5	\$ /hr	\$	5	\$ /hr	\$	5	\$ /hr	\$
EVALUATION VALUES	SUBTOTAL P		\$	SUBTOTAL Q			SUBTOTAL R		\$	SUBTOTAL S		\$	SUBTOTAL T		\$

TOTAL FOR EVALUATION PURPOSES: P+ Q + R + S +T = \$\_\_\_\_\_

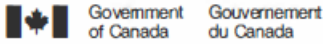


**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat			
	Security Classification / Classification de sécurité			
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>				
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE				
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Royal Canadian Mountain Police	2. Branch or Directorate / Direction générale ou Direction Pacific Region Training Centre			
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 Delivery of "Internet for Investigators" training Course will be held at PRTC or virtual				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <span style="float: right;"> <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui         </span>				
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? <span style="float: right;"> <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui         </span>				
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) <span style="float: right;"> <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui         </span>				
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. <span style="float: right;"> <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui         </span>				
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? <span style="float: right;"> <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui         </span>				
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				
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Canada <input type="checkbox"/></td> <td style="width:33%; text-align: center;">NATO / OTAN <input type="checkbox"/></td> <td style="width:33%; text-align: center;">Foreign / Étranger <input type="checkbox"/></td> </tr> </table>		Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion				
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border-right: 1px solid black; padding: 2px;">           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"/>            Specify country(ies): / Préciser le(s) pays:         </td> <td style="width:33%; border-right: 1px solid black; padding: 2px;">           All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>               Restricted to: / Limité à: <input type="checkbox"/>            Specify country(ies): / Préciser le(s) pays:         </td> <td style="width:33%; padding: 2px;">           No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>               Restricted to: / Limité à: <input type="checkbox"/>            Specify country(ies): / Préciser le(s) pays:         </td> </tr> </table>		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"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
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"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		
7. c) Level of information / Niveau d'information				
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border-right: 1px solid black; padding: 2px;">           PROTECTED A / PROTÉGÉ A <input type="checkbox"/>            PROTECTED B / PROTÉGÉ B <input type="checkbox"/>            PROTECTED C / PROTÉGÉ C <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"/> </td> <td style="width:33%; border-right: 1px solid black; padding: 2px;">           NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>            NATO RESTRICTED / NATO DIFFUSION RESTREINTE <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"/> </td> <td style="width:33%; padding: 2px;">           PROTECTED A / PROTÉGÉ A <input type="checkbox"/>            PROTECTED B / PROTÉGÉ B <input type="checkbox"/>            PROTECTED C / PROTÉGÉ C <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"/> </td> </tr> </table>		PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <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 UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <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"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <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"/>
PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <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 UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <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"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <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"/>		
TBS/SCT 350-103(2004/12)				
Security Classification / Classification de sécurité Reliability				





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

**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?  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité :  No  Yes  
Non  Oui

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?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  No  Yes  
Document Number / Numéro du document : Non  Oui

**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 FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET – SIGINT TRÈS SECRET – SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

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

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

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

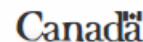
**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

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  Yes  
Non  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  Yes  
Non  Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Reliability
---





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

**PART C - (continued) / PARTE 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	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
							NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIEL	A		B	C					
Information / Assets / Renseignements / Biens																	
Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

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

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

**Screening Requirements:**

1. FA02 Clearance - Escort required at all times while in RCMP buildings
2. Instructor must sign in/out with the front desk Commissionaires
3. Protected information must not be discussed during the course



**Annex D Non-Disclosure and Confidentiality Agreement**




**RCMP GRC**  
ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

Number of pages: 1

Close
Save
Help
Details
<<
>>

---



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

**PROTECTED A  
when completed**

### Agreement of Non-Disclosure and Confidentiality

**Between**

Company / Agency \_\_\_\_\_ whose mailing address is

Street	Room	City	Province	Postal code
<input type="text"/>	<input type="text"/>	<input type="text"/>	▼	<input type="text"/>

Representative name \_\_\_\_\_  
(hereinafter called "the Company / Agency")

**And**

Her Majesty the Queen in right of Canada as represented by the Royal Canadian Mounted Police whose mailing address is

Street	Room	City	Province	Postal code
<input type="text"/>	<input type="text"/>	<input type="text"/>	▼	<input type="text"/>

Representative name \_\_\_\_\_  
(hereinafter called "the RCMP")

pertaining to RCMP file number \_\_\_\_\_  
and consisting of the following documents, drawing name, etc. (in order of title, project number, revision date, etc.)

(hereinafter called "the Information")

In consideration of being provided with access to the Information, the Company / Agency hereby undertakes to: Maintain in confidence and not reproduce or otherwise disclose the Information to any person except to an officer or employee of the Company / Agency who is legally bound to keep confidences. Return or destroy the Information, at the option of the RCMP, when no longer needed by the Company / Agency or by date: \_\_\_\_\_  
YYYY-MM-DD

IN WITNESS THEREOF this undertaking is executed this date \_\_\_\_\_ at \_\_\_\_\_  
YYYY-MM-DD City Province

Company / Agency		RCMP	
Representative name	Representative name	Representative name	Representative name
Title	Title	Title	Title
Telephone	Telephone	Telephone	Telephone
Email	Email	Email	Email
Signature	Date	Signature	Date



## Annex E

### Evaluation Criteria and Selection Method

#### INSTRUCTIONS TO BIDDER

1. The Bidder is requested to provide a response to the Evaluation Criteria in the “Substantiation” column, or indicate where the criteria are met by entering the location (e.g. section/volume number, tab, page number, resume paragraph, etc.) in the “Substantiation” column.
2. 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. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the qualification requirements, will not be considered "demonstrated" for the purposes of the assessment. 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. 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.
3. The Bidder is requested to utilize the unique item number and associated title/description of each evaluation criterion in their responses.  
*Example: MT2: Instructor X experience: Tab #3, Instructor X resume, Page 6, paragraph 4.*
4. Phrases such as “within the past five (5) years” used in this solicitation mean “within the five (5) years preceding the closing date of the RFP”. In the event that the RFP closing date is changed after the initial publication of the RFP, the experience will be measured from the final closing date, unless otherwise directed in an RFP amendment.
5. Project timelines that overlap will only be counted once towards the number of months.
6. To demonstrate the experience of the Bidder or its personnel (i.e. proposed resources), the Bidder must provide the following details as to how the stated experience was obtained:
  - i. Name of the client organization(s) and contact information;
  - ii. Start and end dates (MM-YYYY);



- iii. Nature, role, and scope of the services provided;
- iv. A reference who can confirm the stated experience.

7. Number of Resources Evaluated:

Bidders must propose one resource for each resource category. If the Bidder proposes more than one resource per resource category, only the first resource will be considered.

8. 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 work terms and internship where the resource was being supervised but did the work are considered work experience provided they are related to the required services.



## 2. MANDATORY EVALUATION CRITERIA

In their proposals, bidders must demonstrate in writing they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration. Links to web pages are not accepted and will be assessed a “NOT MET” rating.

CRITERIA	SUBSTANTIATION  Please Cross Reference to Specific pages in your proposal  [Completed by Bidder]	ASSESSMENT  MET/ NOT MET  [Completed by RCMP Evaluator]
M1	<p>The Bidder must demonstrate, by providing a detailed syllabus and copies of previous training materials, that they have provided “Internet for Investigators” training sessions.</p> <p>The syllabus and training materials should highlight the mandatory and recommended themes identified in Annex A, Sections 5.1.4 and 5.1.5, if applicable.</p>	
M2	<p>The Bidder must provide copies of three (3) evaluation/assessment materials for the “Internet for Investigators” training sessions delivered as per M1. (e.g. quizzes, tests, surveys etc)</p>	



<b>M3</b>	<p>The Bidder must propose one resource as the Instructor for the “Internet for Investigators” training sessions and provide the following:</p> <ol style="list-style-type: none"><li>1. a detailed resume for them.</li></ol> <p>The detailed resume should include:</p> <ol style="list-style-type: none"><li>a) Education history and degrees/diplomas/certificates obtained;</li><li>b) Work history (name of employer and start and end dates);</li><li>c) Summary of how the proposed resource’s education and work history are relevant to the current requirement.</li><li>d) The resource's digital signature which serves as their consent to be presented as a resource and an attestation of the truth and accuracy of the contents of their resume.</li></ol>		
<b>M4</b>	<p>The Bidder must demonstrate, by providing two (2) detailed project descriptions, that the proposed resource has delivered “Internet for Investigators” training, either in person or virtually.</p> <p>The project descriptions should include:</p> <ol style="list-style-type: none"><li>1. Customer name and contact information;</li><li>2. Start and end dates of the work;</li><li>3. Summary of the scope of work (i.e. in-person or virtual, number of participants, number of times course was delivered, etc.).</li></ol> <p>RCMP reserves the right to contact references to validate experience.</p>		



### 3. POINT-RATED EVALUATION CRITERIA

*Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.*

POINT-RATED EVALUATION CRITERIA	Maximum	Point Breakdown Structure	SUBSTANTIATION  Please Cross Reference to Specific pages in your proposal  [Completed by Bidder]	ASSESSMENT  [Completed by RCMP Evaluator]
<p><b>P1</b> The Bidder should demonstrate, by providing detailed project descriptions, that they proposed resource has delivered "Internet for Investigators" training, either in person or virtually, in excess of the two (2) required for M4.</p> <p>The project descriptions should include:</p> <ol style="list-style-type: none"> <li>1. Customer name and contact information;</li> <li>2. Start and end dates of the work;</li> <li>3. Summary of the scope of work (i.e. in-person or virtual, number of participants, number of times course was delivered, etc.).</li> </ol>	<b>10</b>	One point per each complete training delivered up to a maximum of ten (10)		





	RCMP reserves the right to contact references to validate experience.				
<b>P2</b>	The Bidder should demonstrate, by providing additional assessment materials, that they have more than the three (3) assessment tools required for M2.	<b>5</b>	One point per tool up to a maximum of five		
<b>TOTAL</b>		<b>/15</b>			