





**TABLE OF CONTENTS**

---

PART 1 - GENERAL INFORMATION .....	4
1.1 Introduction .....	4
1.2 Summary .....	4
1.2.1 Single Contract.....	4
1.2.2 Trade Agreements .....	4
1.3 Debriefings .....	5
1.4 Mandatory Requirements .....	5
PART 2 - BIDDER INSTRUCTIONS .....	6
2.1 Standard Instructions, Clauses and Conditions .....	6
2.1.1 Verification of Bid Completeness.....	6
2.1.1.1 Technical Difficulties of Bid Transmission .....	6
2.1.1.2 Completeness of the Bid .....	6
2.2 Submission of Bids .....	7
2.3 Enquiries - Bid Solicitation .....	7
2.4 Applicable Laws.....	7
2.5 Former Public Servant.....	7
PART 3 - BID PREPARATION INSTRUCTIONS.....	10
3.1 Bid Preparation Instructions.....	10
3.2 SACC Manual Clauses.....	11
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....	12
4.1 Evaluation Procedures.....	12
4.1.1 Technical Evaluation .....	12
4.1.1.1 Mandatory Technical Criteria.....	12
4.1.1.2 Point Rated Technical Criteria.....	13
4.1.2 Financial Evaluation.....	19
4.1.3 Formulas in the Basis of Payment Table .....	19
4.2 Basis of Selection.....	20
4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price .....	20
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....	22
5.1 Certifications Required with the Bid.....	22
5.1.1 Integrity Provisions - Declaration of Convicted Offences .....	22
5.2 Certifications Precedent to Contract Award and Additional Information.....	22
5.2.1 Integrity Provisions – Required Documentation .....	22
5.2.2 Integrity Provisions – List of Names.....	22
5.2.3 Federal Contractors Program for Employment Equity – Bid Certification.....	23
PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS .....	24
6.1 Security Requirement.....	24
PART 7 - RESULTING CONTRACT CLAUSES .....	25
APPENDIX “A”, GENERAL TERMS AND CONDITIONS .....	25
A1. Standard Acquisition Clauses and Conditions Manual.....	25
A2. Terms and Conditions of the Contract .....	25
A3. General Conditions.....	25
APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS .....	26



- B1. Priority of Documents ..... 26
- B2. SACC Manual Clauses..... 26
- B3. Security Requirement..... 26
- B4. Period of Contract ..... 26
- B4.1 Option to Extend the Contract..... 26
- B5. Termination on Thirty (30) Days Notice..... 26
- B6. Certifications / Compliance and Additional Information..... 27
- B7. Insurance Requirements ..... 27
- B8. Statement of Work ..... 27
- B9. Authorities..... 27
- B9.1 Contracting Authority..... 27
- B9.2 Project Authority ..... 27
- B9.3 Technical Authority ..... 28
- B9.4 Contractor’s Representative ..... 28
- B10. Proactive Disclosure of Contract with Former Public Servants ..... 28
- APPENDIX “C”, TERMS OF PAYMENT ..... 29
- C1. Basis of Payment..... 29
- C2. Limitation of Expenditure ..... 29
- C3. Method of Payment ..... 29
- C4. Multiple Payments..... 29
- C5. Applicable Taxes..... 30
- C6. Invoicing Instructions..... 30
- APPENDIX “D”, STATEMENT OF WORK ..... 31
- APPENDIX “E”, BASIS OF PAYMENT ..... 35
- APPENDIX “F”, VENDOR INFORMATION AND AUTHORIZATION FORM ..... 37



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

**The bid solicitation is divided into seven parts plus attachments as follows:**

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

### **1.2 Summary**

Citizenship and Immigration Canada (CIC) hereinafter known as Immigration, Refugees and Citizenship Canada (IRCC) has a requirement for the provision of up to 200 enterprise user licenses for an initial one (1) year period and may require up to 400 licenses for each of the two (2) additional one (1) year option periods for an online cloud skills and training solution, based on a capacity on demand by the department.

#### **1.2.1 Single Contract**

Canada is seeking to establish a contract for an online cloud skills and training solution defined in Appendix "D", Statement of Work, for 3 year(s) including all options.

#### **1.2.2 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), Canada-European Union Comprehensive Economic and Trade Agreement (CETA), Canadian Free Trade Agreement (CFTA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada - Chile Free Trade Agreement, Canada-Colombia Free Trade Agreement, Canada-Honduras Free Trade Agreement, Canada-Korea Free Trade Agreement, Canada-Panama Free Trade Agreement, Canada - Peru Free Trade Agreement and the Canada-Ukraine Free Trade Agreement.



**1.2.3** Considering accessibility criteria and features is obligatory with this requirement. For additional information consult the [Treasury Board Contracting Policy](#).

### **1.3      Debriefings**

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

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

### **1.4      Mandatory Requirements**

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



## **PART 2 - BIDDER INSTRUCTIONS**

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

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

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

The [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### **2.1.1 Verification of Bid Completeness**

##### **2.1.1.1 Technical Difficulties of Bid Transmission**

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- (i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- (ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time

##### **2.1.1.2 Completeness of the Bid**

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.



4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

## **2.2 Submission of Bids**

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

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

## **2.3 Enquiries - Bid Solicitation**

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

## **2.4 Applicable Laws**

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

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

## **2.5 Former Public Servant**

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



to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

## Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive





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

If so, the Bidder must provide the following information:

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

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



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

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

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

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

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

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

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

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

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

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

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

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

1. Their legal name;
2. Their [Business Number](#) (BN); and



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

Financial proposals must clearly identify the licenses proposed for evaluation purposes only. Proposed firm unit prices must be in Canadian dollars.

The Bidder's firm unit prices in response to this RFP and resulting contract must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: onboarding training session, office space, computer hardware and software, word processing, preparation of reports, photocopying and telephone services.

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

The Bidder should complete the Pricing table in Appendix "E" Basis of Payment and include in its financial bid. The bidder understands that IRCC will seek the access of licenses on a calendar year remuneration schedule. Therefore, should IRCC seek additional licenses throughout the applicable calendar year these licenses will be prorated as per the month which IRCC receives the access to the additional licenses.

**For example ( \*Note that the prices below are fictitious and are provided as an example only )**

If the firm all-inclusive unit price per license is \$120.00 CAD valid for one (1) year and IRCC requests access to 10 licenses in January 2024, the Contractor will invoice IRCC the full price of the licenses. For example:

$$\mathbf{\$120.00/licence/year \times 10 \text{ licenses} = \$1,200.00 \text{ CAD}}$$

Should IRCC request access to 10 additional licenses in the month of April 2024, the Contractor will invoice IRCC the pro-rated rate for the remaining nine (9) month period in the contract term. For example:

$$\mathbf{\frac{\$120.00/licence/year}{12 \text{ months}} = \$10.00 /licence/month}$$

$$\mathbf{\$10.00/licence/month \times 10 \text{ licences} \times 9 \text{ months} = \$900.00 \text{ CAD}}$$

### 3.2 SACC Manual Clauses

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

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

#### Section III: Certifications

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

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

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

<b>Mandatory Technical Criteria (MT)</b>			
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder, its affiliates, employees, and sub-contractors will be considered in the evaluation process.			
<b>NOTE TO BIDDER: Beside each criterion, write the relevant page number(s) from your proposal that addresses the identified requirement.</b>			
Item	Requirement	Met / Not Met	Cross Reference to Proposal (Page #)
MT 1	The bidder must demonstrate that the content within the solution includes the provision of Information Management/Information Technology IM/IT.  To be considered compliant, the bidder must submit a list of their available IM/IT content catalogue.		
MT 2	The bidder must offer a comprehensive collection of software, solution, and technologies specifically designed to integrate and automate the principles of DevSecOps in the software development lifecycle. This includes, but is not limited to:		



	<p>a. Variety of introductory content related to DevSecOps and how to incorporate it within an organization</p> <p>b. Configuration of products in IRCC's DevSecOps Primary and Secondary toolchain*As described in the table in statement of work under section 5.</p> <p>To be considered compliant, the bidder must submit a list of their available comprehensive collection of software, solution, and technologies specifically designed to integrate and automate the principles of DevSecOps in the software development lifecycle.</p>		
MT 3	<p>The bidder must have a mandate to regularly update content in order to remain current and relevant.</p> <p>To be considered compliant, the bidder must:</p> <p>a. submit specific details (i.e. monitoring industry trends, established partnerships, user feedback, and regular auditing) on how their organization ensures that their content remains relevant/current.</p> <p>b. describe how long it takes for new content to be uploaded once a newer version becomes available.</p>		
MT 4	<p>The bidder must demonstrate that their solution is provided and available in English</p> <p>To be considered compliant bidder must submit a list of courses offered in English.</p>		

**4.1.1.2 Point Rated Technical Criteria**

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



**Point Rated Technical Criteria (RT) - Scores**

**NOTE TO BIDDER: Beside each criterion, write the relevant page number(s) from your proposal that addresses the identified requirement. Point rated technical criteria not addressed will be given a score of zero.**

Item	Point Rated Criterion	Rating Standards	Bidders Score	Cross Reference to Proposal (Page #)
RT 1a	<p>The bidder should demonstrate what training, assessment and certification (if applicable) is offered for each of the Primary Tools listed below.</p> <p>To be considered compliant the bidder must submit the format of training for each tool provided, including any assessment and labs.</p> <p><b>Primary Tools</b></p> <ul style="list-style-type: none"> <li>a. Azure DevOps Server/Services</li> <li>b. Burp Suite</li> <li>c. CxSAST</li> <li>d. Hashicorp Vault</li> <li>e. Hashicorp Terraform</li> <li>f. JFrog Artifactory</li> <li>g. JFrog Xray</li> <li>h. Ready API Test Engine</li> <li>i. Selenium</li> </ul>	<p>2 points for content that is available for each tool offered, Bidders will be allotted up to a maximum of <b>18 points</b></p>		
RT 1 b	<p>The bidder should demonstrate what training, assessment and certification (if applicable) is offered for each of the Secondary Tools listed below.</p> <p>To be considered compliant the bidder must submit the format of training for each tool provided, including any assessment and labs.</p> <p><b>Secondary Tools</b></p> <ul style="list-style-type: none"> <li>a. Ansible Core</li> </ul>	<p>1 point for content that is available for each tool offered, Bidders will be allotted up to a maximum of <b>12 points</b></p>		



	<ul style="list-style-type: none"> <li>b. Cucumber Open</li> <li>c. Junit</li> <li>d. Jest</li> <li>e. Jasmine</li> <li>f. Karma</li> <li>g. Enzyme</li> <li>h. PyTest</li> <li>i. NUnit</li> <li>j. Aqua Trivy</li> <li>k. JMeter</li> <li>l. Modern Requirements</li> </ul>			
RT 2	<p>Bidder should demonstrate if their products and services are available in French.</p> <p>To be considered compliant, the bidder must submit a list of courses offered in French in addition to English.</p> <p>If the content within the vendor's repository does not have a 1:1 offering in both languages, the vendor must submit a breakdown in percentages of what is offered in and in what language(s).</p>	<p>1:1 Offering in both languages: (2 points)</p> <p>50% or more of the content offered in French (1 point)</p> <p>Less than 50% courses offered in French (0 points)</p> <p>Bidders will be allotted up to a maximum of <b>two (2) points</b></p>		
RT 3	<p>The bidder's proposed solution should offer content in a variety of learning formats; i.e. standard courses, assessment, virtual learning/training session videos, labs and resource guides.</p> <p>To be considered compliant, the bidder must submit the total number of the following learning formats:</p> <ul style="list-style-type: none"> <li>- Standard courses</li> <li>- Assessment</li> <li>- Virtual learning/training session videos</li> <li>- Labs</li> <li>- Resource guides</li> <li>- Other formats (not listed here)</li> </ul>	<p>1 point for offering 2 learning formats</p> <p>2 points for offering 3 learning formats</p> <p>3 points for offering 4 learning formats</p> <p>4 points for offering 5 learning formats</p> <p>5 points for offering 6 learning formats</p> <p>Bidders will be allotted up to a maximum of <b>5 points</b></p>		



RT 4	<p>The bidder should demonstrate that their content is available on smart devices (tablets and smart phones).</p> <p>To be considered compliant, the bidder must submit a list of smart devices and tablets that can be used to access the bidder's solution.</p>	<p>Available on smart devices and tablets (1 point)</p> <p>Not available on smart devices and tablets (0 points)</p> <p>Bidders will be allotted up to a maximum of <b>1 points</b></p>		
RT 5	<p>The bidder should demonstrate that the solution offers learning pathways to its users to make it easy for them to plan out course content</p> <p>To be considered compliant the bidder must submit a list of learning pathways it offers to learners.</p>	<p>Offer learning pathways (3 points)</p> <p>Does not offer learning pathways (0 points)</p> <p>Bidders will be allotted up to a maximum of <b>3 points</b></p>		
RT 6	<p>The bidder should demonstrate the different levels of complexity (Beginner, Intermediate, or Advanced) for the available content courses or learning pathways.</p> <p>To be considered compliant, the bidder must submit a list of courses that demonstrate the different levels of complexity (Beginner, Intermediate, or Advanced)</p>	<p>Courses offered in three levels of complexity (3 points)</p> <p>Courses offered in two levels of complexity (2 points)</p> <p>Courses offered in one level of complexity (1 points)</p> <p>Bidders will be allotted up to a maximum of <b>3 points</b></p>		
RT 7	<p>The bidder should demonstrate that the solution offers courses that assist learners with certification or accreditation in various IM/IT areas (e.g. Microsoft, AWS)</p> <p>To be considered compliant, the bidder must submit the list of preparation courses, that will assist learners to obtain certifications.</p>	<p>Solution offers preparation courses that assist learners to obtain certifications (3 points)</p> <p>Solution does not offers preparation courses that assist learners to obtain certifications (0 point)</p>		





		Bidders will be allotted up to a maximum of <b>3 points</b>		
RT 8	The bidder should demonstrate that the solution allows IRCC users with admin access to create and customize learning pathways based on IRCC’s business objectives, learning initiatives, or upcoming projects.	<p>Solution offers ability to create and customize learning pathways (3 points)</p> <p>Solution does not offers ability to create and customize learning pathways (0 points)</p> <p>Bidders will be allotted up to a maximum of <b>3 points</b></p>		
RT 9	<p>The bidder should demonstrate that the solution provides reporting metrics* via self serve online dashboard, allowing for real-time monitoring and access or manual submission of the reports.</p> <p>To be considered compliant, the bidder must provide list of reporting metrics*</p> <p>Metrics* As described in section 7 ‘Reporting’ of the Statement of work.</p>	<p>Solution offers reporting metrics via self-serve online dashboard (3 points)</p> <p>Solution offers reporting metrics manual submission (1 points)</p> <p>Solution does not offers reporting metrics (0 points)</p> <p>Bidders will be allotted up to a maximum of <b>3 points</b></p>		
RT 10	At the time of the bid closing, the bidder should demonstrate how they are compliant with <a href="#">TBS accessibility standards (WCAG)</a> .	<ul style="list-style-type: none"> <li>- Yes (2 points)</li> <li>- No (0 points)</li> </ul> <p>Bidders will be allotted up to a maximum of <b>2 points</b></p>		
RT11	Anti-racism and diversity activities within the Bidder’s organization The Bidder should demonstrate they have	Maximum 6 points (1 point for each activity, plus 1 additional point)		



	<p>promoted anti-racism and diversity through the following corporate activities within the organization:</p> <p>a. The Bidder has internally published policies or commitments on anti-racism and inclusiveness. The Bidder must provide the following with the bid:</p> <ul style="list-style-type: none"> <li>(i) A description of the policy or commitment; and</li> <li>(ii) A copy of the policy or the commitment documents including their effective date.</li> </ul> <p>b. The Bidder’s employees are mandated to take mandatory training on anti-racism. The Bidder must provide the following with the bid</p> <ul style="list-style-type: none"> <li>(i) A description of the training;</li> <li>(ii) The name of the training course;</li> <li>(iii) The name of the service provider; and</li> <li>(iv) A copy of the course outline (if developed internally).</li> </ul> <p>c. The bidder’s employees are mandated to take unconscious bias training. The Bidder must provide the following with the bid:</p> <ul style="list-style-type: none"> <li>I. A description of the training;</li> <li>II. The name of the training course;</li> <li>III. The name of the service provider; and</li> </ul>	<p>Points for each activity</p> <p>1 point (for each activity):</p> <p>The bidder has fully described the activity and provided the required supporting documents.</p> <p>Additional Points (Max 1 pt):</p> <p>1 point – Bidder has demonstrated at least 2 of the 5 activities.</p>		
--	---	--	--	--



	<p>IV. A copy of the course outline (if developed internally)</p> <p>d. The bidder has publicly available organizational commitments to a diverse workforce. The Bidder must provide the following with the bid:</p> <ul style="list-style-type: none"> <li>(i) A description of the commitment;</li> <li>(ii) A copy of the commitment documents including their effective date.</li> </ul> <p>e. The bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce. The Bidder must provide the following with the bid:</p> <ul style="list-style-type: none"> <li>(i) A description of the strategy(ies);</li> </ul> <p>Copies of job postings or other staffing/recruitment documents demonstrating compliance with the criterion</p>			
<b>Total Points (RT1+RT2+....RT11)</b>		<b>/61</b>		

#### 4.1.2 Financial Evaluation

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

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

For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide the firm all-inclusive unit price for the licenses for online cloud skills and training being proposed in accordance with the bid solicitation, for the initial contract period and option period(s).

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

#### 4.1.3 Formulas in the Basis of Payment Table



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

## 4.2 Basis of Selection

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

4.2.1.1 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 40 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 61 points.

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

4.2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

4.2.1.4 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 70%.

4.2.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

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

4.2.1.7 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 70/30 ratio of technical merit and price, respectively. The total available points equal's 135 and the lowest evaluated price is \$45,000 (45).**

#### Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)

		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 x 70 = 59.63	89/135 x 70 = 46.15	92/135 x 70 = 47.70



	<b>Pricing Score</b>	<b>45/55 x 30 = 24.55</b>	<b>45/50 x 30 = 27.00</b>	<b>45/45 x 30 = 30.00</b>
<b>Combined rating</b>		<b>84.18</b>	<b>73.15</b>	<b>77.70</b>
<b>Overall rating</b>		<b>1<sup>st</sup></b>	<b>3<sup>rd</sup></b>	<b>2<sup>nd</sup></b>



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

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

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

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

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

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

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

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

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

#### **5.2.2 Integrity Provisions – List of Names**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide a completed List of Names in the Integrity Verification form available on the [Integrity Regime website](https://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html) (<https://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>), to be given further consideration in the procurement process.



### 5.2.3 Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the [Federal Contractors Program \(FCP\)](https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors.html#afed) (<https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors.html#afed>) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the webpage.

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



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

### **6.1 Security Requirement**

There is no security requirement associated with the requirement.





## PART 7 - RESULTING CONTRACT CLAUSES

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

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

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

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

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

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

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

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

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

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



## APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

### B1. Priority of Documents

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

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

### B2. SACC Manual Clauses

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

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

### B3. Security Requirement

There is no security requirement associated with the requirement.

### B4. Period of Contract

The period of the Contract is from date of contract award to December 31<sup>st</sup> 2024 inclusive.

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

The Contractor grants Canada, the irrevocable right to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Appendix “E”, Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.



2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

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

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

## **B7. Insurance Requirements**

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

## **B8. Statement of Work**

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

## **B9. Authorities**

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

The Contracting Authority for the Contract is:

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

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

### **B9.2 Project Authority**

The Project Authority for the Contract is:

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of



the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **B9.3 Technical Authority**

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

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

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

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

**Name:**

**Title:**

**Organization**

**Address:**

**Telephone**

**E-mail address**

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

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



## APPENDIX “C”, TERMS OF PAYMENT

### C1. 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 Appendix “E” for a cost of \$ \_\_\_\_\_ *(to be determined at contract award)*. 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.

### C2. Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Appendix “E”, to a limitation of expenditure of \$ \_\_\_\_\_ *(to be determined at contract award)*. Customs duties are included and applicable taxes are extra.

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ *(to be determined at contract award)*. Customs duties are included and applicable taxes are extra, if applicable.
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.

### C3. Method of Payment

Canada will pay the Contractor on a monthly basis for license accounts accessed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

### C4. Multiple Payments



If the supply of licenses contemplates multiple periods or multiple years, then during each period, as detailed in the contract and not to exceed one (1) year per period, the contractor shall be paid the firm, pro-rated unit price applicable to such period as set out in the contract. Customs duties are included and applicable taxes are extra.

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

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

#### **C6. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.



## APPENDIX “D”, STATEMENT OF WORK

### 1) Title

Licenses for Online Cloud Skills and Training

### 2) Objective

Immigration Refugee Citizenship Canada (IRCC) on behalf of Project Delivery Branch (PDB) is seeking to equip its employees with a comprehensive understanding of cloud computing technologies, best practices, and applications. IRCC aims to foster development of essential technical skills related to cloud solutions. By offering a blend of theoretical knowledge and hands-on experience, the goal is to enhance employee proficiency in cloud architecture, security, data management, machine learning, information technology operations, software development and more. The cloud skills and training program is designed to empower individuals and teams to contribute more effectively to cloud-based projects, drive digital transformations and stay competitive in the rapidly evolving technological landscape.

### 3) Background

IRCC is initiating a generational uplift of technology-enabled capabilities, in support of critical services provided to Canadians and citizens of the world. Central to this organizational and capability transformation are the moves toward improved customer service and business processes; modern and maintainable product management and development practices; and to cost-effective and robust hosting environments based on cloud-based infrastructure, solutions, and applications.

These transformational initiatives are expected to broadly impact IRCC employees. IRCC faces a shortage of strategic personnel with knowledge, skills, and behaviors (KSBs) related to modern technology development and management, and particularly in the areas of cloud technologies. Within the context of tight human resource markets, internal professional development programs have the potential to address aspects of KSB gaps.

IRCC has developed a cloud skills and training program that supports professional development based on a detailed current-state versus target-state analysis and requires additional support of industry leading online cloud training solution to help realized intended benefits of the cloud skills and training program at IRCC.

### 4) Scope

IRCC has a requirement for the provision of up to 200 enterprise user licenses for an initial one (1) year period and may require up to 400 licenses for each of the two (2) additional one (1) year option periods for an online cloud skills and training solution, based on a capacity on demand by the department.

These licenses will be used by IRCC to scope training requirements by team, develop learning pathways and assign to individual and IRCC's teams. The Contractor must



provide the users with access to the most relevant and updated training content via the Contractor solution. The Contractor solution must offer a wide range of courses covering fundamental to advance topics in cloud computing, including Infrastructure as a Service (IaaS), Solution as a Service (PaaS), and Software as a Service (SaaS), along with courses on specific cloud providers like Amazon Web Services (AWS), Microsoft, and Google Cloud.

## 5) Requirements

### 5.1 Mandatory Contractor Requirements

**The Contractor must:**

- a. The Contractor must assign an Engagement/Customer success manager.
- b. The Engagement/Customer success manager must conduct onboarding sessions to train designated IRCC team, covering all facets of the solution, its features, and functionalities.

### 5.2 Mandatory Technical Requirements

**The Contractor's solution must:**

- a. Focus on Information Management/Information Technology (IM/IT).
- b. Offer a comprehensive collection of software, solutions, and technologies specifically designed to integrate and automate the principles of DevSecOps in the software development lifecycle. This includes, but is not limited to:
  - i. Variety of introductory content related to DevSecOps and how to incorporate it within an organization.
  - ii. Configuration of products in IRCC's DevSecOps Primary and Secondary toolchain as listed in Table 1.
- c. Have a mandate to regularly update content in order to remain current and relevant. Having access to the most current content is crucial in IM/IT
- d. Be offered and supported in English to meet the needs of the user base.

### 5.3 Optional Technical Requirements

**The Contractor's solution should:**

- a) Have content related to IRCC's DevSecOps Primary and Secondary toolchain as listed in Table 1.
- b) Offer content in variety of learning formats; i.e. Standard courses, assessment, virtual learning/training session videos, labs and resource guides.
- c) Be available via any smart mobile device.





- d) Content should be available in various levels of complexity (Beginner, Intermediate, or Advanced).
- e) Offer learning pathways to make it easier for IRCC employees to plan out course content and take the courses in order they should be completed in.
- f) Offer series of courses that assist with product certification or accreditation in various IM/IT areas.
- g) Allow IRCC’s admin team to create/customize learning pathways based on IRCC’s business objectives, learning initiatives or upcoming projects.
- h) Comply with TBS’s accessibility standard [Web Content Accessibility Guidelines \(WCAG\)](#)
- i) Offer content in French.

Table 1: DevSecOps Toolchain	
Primary Tools	Secondary Tools
<ul style="list-style-type: none"> <li>a. Azure DevOps Server/Services</li> <li>b. Burp Suite</li> <li>c. CxSAST</li> <li>d. Hashicorp Vault</li> <li>e. Hashicorp Terraform</li> <li>f. JFrog Artifactory</li> <li>g. JFrog Xray</li> <li>h. Ready API Test Engine</li> <li>i. Selenium</li> </ul>	<ul style="list-style-type: none"> <li>a. Ansible Core</li> <li>b. Cucumber Open</li> <li>c. Junit</li> <li>d. Jest</li> <li>e. Jasmine</li> <li>f. Karma</li> <li>g. Enzyme</li> <li>h. PyTest</li> <li>i. NUnit</li> <li>j. Aqua Trivy</li> <li>k. JMeter</li> <li>l. Modern Requirements</li> <li>m. Report Portal</li> </ul>

**6) Deliverables**

The Contractor must provide up to 200 enterprise user licenses valid for 1 year, to be billed as and when requested by IRCC. The pricing model should accommodate pro-rated charges, ensuring that IRCC will only pay for licenses only once they become active. This approach aligns with IRCC’s focus on operational efficiency and responsible budget management. There is also two (2) additional one (1) year options periods for up to 400 enterprise user licenses for each option year, based on a capacity on demand.

Table 2: Required Number of Licenses		
Year 1	Option Year 1	Option Year 2
Up to 200	Up to 400	Up to 400

**7) Reporting**



The contractor must provide the following reporting metrics via self-serve online dashboard, allowing for real-time monitoring and access to key metrics OR via manual submission of the reports on a monthly basis to IRCC:

- a. **User activity reports:** Detailed information about individual learner activity, including courses accessed, modules completed, time spent per courses, and progress through each course.
- b. **Completion Reports:** Track the completion rates of different courses, indicating how many users have completed each course, how long it took, and whether they passed any associated assessments, labs or quizzes.
- c. **Performance Reports:** Provide data on user assessment scores, allowing IRCC to gauge effectiveness of the training and identify areas where additional learning might be needed.
- d. **Usage Reports:** Track user engagement levels and metrics such as logins, active users, session durations, frequency of use
- e. **Inventory Reports:** Provide information related to inventory of licenses, including number of active licenses, unused licenses

**8) Travel**

There is no travel associated with this requirement.

**9) Availability of Personnel**

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



## APPENDIX “E”, BASIS OF PAYMENT

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

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

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

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

The Bidder will be paid the following all-inclusive **firm per unit rate** for licenses for online cloud skills and training pursuant to this Contract. The rate must be all inclusive. All applicable taxes are extra.

The Bidder's firm all-inclusive unit prices in the resulting contract must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: onboarding training session, office space, computer hardware and software, word processing, preparation of reports, photocopying and telephone services.

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

The bidder understands that IRCC will seek the access of licenses on a calendar year remuneration schedule. Therefore, should IRCC seek additional licenses throughout the applicable calendar year, these licenses will be prorated as per the month which IRCC receives the access to the additional licenses.

**For example (The following figures are only for example purpose):**

If the firm all-inclusive unit price per license is \$120.00 CAD valid for one (1) year and IRCC requests access to 10 licenses in January 2024, the Contractor will invoice IRCC the full price of the licenses. For example:

$$\mathbf{\$120.00/licence/year \times 10 licenses = \$1,200.00 CAD}$$

Should IRCC request access to 10 additional licenses in the month of April 2024, the Contractor will invoice IRCC the pro-rated rate for the remaining nine (9) month period in the contract term. For example:

$$\frac{\mathbf{\$120.00/licence/year}}{\mathbf{12 months}} = \mathbf{\$10.00 /licence/month}$$

$$\mathbf{\$10.00/licence/month \times 10 licences \times 9 months = \$900.00 CAD}$$



Description	Estimated # of Licenses per Year	Firm All-Inclusive Price per License (\$)	Total Price (CAD\$) D = B X C
A	B	C	D
<b>Initial Contract Period (Contract award to December 31, 2024)</b>			
Licenses for Online Cloud Skills and Training	Up to 200	<To be completed by the bidder>	<To be completed by the bidder>
<b>Total price for Initial Contract Period</b>			<To be completed by the bidder>
<b>Option Period 1 (January 1, 2025 to December 31, 2025)</b>			
Licenses for Online Cloud Skills and Training	Up to 400	<To be completed by the bidder>	<To be completed by the bidder>
<b>Total price for Option Period 1</b>			<To be completed by the bidder>
<b>Option Period 2 (January 1, 2026 to December 31, 2026)</b>			
Licenses for Online Cloud Skills and Training	Up to 400	<To be completed by the bidder>	<To be completed by the bidder>
<b>Total price for Option Period 2</b>			<To be completed by the bidder>
<b>Total Evaluated Price (excluding taxes):</b>			<To be completed by the bidder>



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

### Vendor Name and Address

---



---



---



---

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

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

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

---

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

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

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

### Central Point of Contact

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

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

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

Email \_\_\_\_\_

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