



REQUEST FOR PROPOSAL

Proposal to : **Statistics Canada**

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

Page 1 of 32	
Date of Solicitation: November 3, 2023	
Address inquiries to: ATTN: Shuo Chen statcan.macsbids-smcsoumissions.statcan@statcan.gc.ca	
Area code and Telephone No. (343) 573-8056	Facsimile No. N/A
Bid Receiving Destination: ATTN: Shuo Chen statcan.macsbids-smcsoumissions.statcan@statcan.gc.ca	

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Solicitation No: J069346/A
Solicitation closes At: 14:00 EST On: December 19, 2023
Update:

Name and title of person authorized to sign on behalf of vendor (type or print)
Name:
Title:

Delivery required	Delivery offered
Vendor Name and Address	
Facsimile No.: Telephone No.:	
Signature	Date



TABLE OF CONTENTS

PART 1 – GENERAL INFORMATION

- 1.1 INTRODUCTION
- 1.2 SUMMARY
- 1.3 DEBRIEFINGS

PART 2 – BIDDER INSTRUCTIONS

- 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS
- 2.2 SUBMISSION OF BIDS
- 2.3 ENQUIRIES – BID SOLICITATION
- 2.4 FORMER PUBLIC SERVANT
- 2.5 APPLICABLE LAWS
- 2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD

PART 3 – BID PREPARATION INSTRUCTIONS

- 3.1 BID PREPARATION INSTRUCTIONS
- 3.2 SECTION I: TECHNICAL BID
- 3.3 SECTION II: FINANCIAL BID
- 3.4 SECTION III: CERTIFICATIONS

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 EVALUATION PROCEDURES
- 4.2 BASIS OF EVALUATION
- 4.3 TECHNICAL EVALUATION
- 4.4 FINANCIAL EVALUATION
- 4.5 BASIS OF SELECTION

PART 5 – CERTIFICATIONS

- 5.1 CERTIFICATIONS REQUIRED WITH BID

PART 6 – SECURITY, FINANCIAL AND OTHER 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
- 7.7 PAYMENT
- 7.8 INVOICING INSTRUCTIONS



- 7.9 CERTIFICATIONS
- 7.10 APPLICABLE LAWS
- 7.11 PRIORITY OF DOCUMENTS
- 7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR)
- 7.12 FOREIGN NATIONALS (FOREIGN CONTRACTOR)
- 7.13 INSURANCE REQUIREMENTS
- 7.14 LIMITATION OF LIABILITY – INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY
- 7.15 DISPUTE RESOLUTION
- 7.16 SAFEGUARDING ELECTRONIC MEDIA
- 7.17 REPRESENTATIONS AND WARRANTIES
- 7.18 CONTRACT ADMINISTRATION

LIST OF ANNEXES TO THE RESULTING CONTRACT

- ANNEX A STATEMENT OF WORK
- ANNEX B BASIS OF PAYMENT

LIST OF ATTACHMENTS TO PART 3 (BID PREPARATION INSTRUCTIONS)

- ATTACHMENT 3.1 BID SUBMISSION FORM
- ATTACHMENT 3.2 PRICING SCHEDULE

LIST OF ATTACHMENTS TO PART 4 (EVALUATION PROCEDURES AND BASIS OF SELECTION)

- ATTACHMENT 4.1 BID EVALUATION CRITERIA



PART 1 – GENERAL INFORMATION

1.1 INTRODUCTION

This bid solicitation is divided into seven parts plus annexes and, 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 and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications 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.

The annexes include the Statement of Work, and the Basis of Payment.

1.2 SUMMARY

- 1) This bid solicitation is being issued to satisfy the requirement of Statistics Canada (the "Client") for R and Python related Training Platform.
- 2) It is intended to result in the award of two (2) contracts (two Streams), each contract period will be from contract award to one year later, plus four (4) irrevocable option one-year periods allowing Canada to extend the term of the contract.
- 3) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canada-Chile Free Trade Agreement (CCFTA), the Canada Free Trade Agreement (CFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), the Canada-Panama Free Trade Agreement (CPanFTA), Canada-Honduras Free Trade Agreement (CHFTA), Canada-Korea Free Trade Agreement (CKFTA), the Canada-Ukraine Free Trade Agreement (CUFTA), and the Canada-UK Trade Continuity Agreement (Canada-UK TCA), if it is in force.
- 4) The Federal Contractor's Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications, Part 7 – Resulting Contract Clauses and the attachment titled "Federal Contractor's Program for Employment Equity – Certification."
- 5) All interested bidders can compete, without having to confirm with the Contracting Authority before the published bid closing date.



- 6) Through this open-bidding competitive procurement process, Statistics Canada seeks to award up to one (1) contract in each Stream as set out in the table below.

Stream	Description
Stream 1: English Essential	R and Python course materials in English on at least three learning levels (beginner, intermediate, advanced)
Stream 2: French Essential	R and Python course materials in French on at least three learning levels (beginner, intermediate, advanced)

1.3 DEBRIEFINGS

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be provided in writing, by telephone or in person.



PART 2 – BIDDER INSTRUCTIONS

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

- 1) 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 (PWGSC).
- 2) 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.
- 3) The [2003](#) (2023-06-08) Standard Instructions – Goods or Services – Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.

Subsection 5.2 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:

Delete: (d) send its bid only to Public Works and Government services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the bid solicitation;

Insert: (d) send its bid only to Statistics Canada Bid Receiving email specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): **Delete** “Public Works and Government Services Canada” and **Insert** “Statistics Canada”. **Delete** “PWGSC” and **Insert** “StatCan”.

2.2 SUBMISSION OF BIDS

- 1) Unless specified otherwise in the RFP, bids must be received by the **Bid Receiving Destination** email address at the location identified by the date and time indicated on page 1 of the solicitation.
- 2) Bids must not be sent directly to the Contracting Authority. Canada will not be responsible for bids delivered to a different address. Bids sent directly to the Contracting Authority will not be considered.
- 3) Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.
- 4) More than one email can be sent if necessary (if the same file is sent twice, the latest file received will be used for evaluation purposes and the previous one(s) will not be opened). Canada will take no responsibility if a bid is not received on time because the email was refused by a server for the following reasons:
 - The size of attachments exceeds 10 MB;
 - The email was rejected or put in quarantine because it contains executable code (including macros);
 - The email was rejected or put in quarantine because it contains files that are not accepted by our server, such as, but not limited to, .rar, encrypted .zip, encrypted .pdf, .exe., etc.
 - Links to an online storage service (such as Google Drive™, Dropbox™, etc.) or to another website, a File Transfer Protocol (FTP) service access, or any other mean of transferring files, will not be accepted. All documents submitted must be attached to the email.



- 5) It is strongly recommended that Bidders confirm with the Contracting Authority that their complete bid is received. For this same reason, it is recommended that in cases where more than one (1) email containing documents comprising the quote is submitted, the emails be numbered, and the total number of emails sent in response to the solicitation also be identified.
- 6) Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

2.3 ENQUIRIES – BID SOLICITATION

- 1) All enquiries must be submitted in writing to the Bid Receiving Destination email address no later than five (5) working days before the bid closing date. Enquiries received after that time may not be answered.
- 2) 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 FORMER PUBLIC SERVANT

1) Information Required

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 with FPS, 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.

2) 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:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) 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.

3) 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 FPS in receipt of a pension, as applicable:

- (i) name of former public servant;
- (ii) 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 web sites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) (<http://www.tbs-sct.gc.ca/hgw-cgf/business-affaire/gcp-agc/notices-avis/2012/10-31-eng.asp>) and the [Guidelines on the Proactive Disclosure of Contracts](#) (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676>).

4) 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:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.5 APPLICABLE LAWS

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

Note to Bidders: A Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their bid submission.



2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD

Should Bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries – Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.



PART 3 – BID PREPARATION INSTRUCTIONS

3.1 BID PREPARATION INSTRUCTIONS

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

- (i) Section I: Technical Bid: one (1) individual soft copy by e-mail in a “pdf” format;
- (ii) Section II: Financial Bid: one (1) individual soft copy by e-mail in a “pdf” format;
- (iii) Section III: Certifications not included in the Technical Bid: one (1) individual soft copy by e-mail in a “pdf” format;

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

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

- (i) use a numbering system that corresponds to the bid solicitation;
- (ii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, Bidder’s name and address and contact information of its representative; and
- (iii) include a table of contents;
- (iv) soft copies will be accepted in any of the following electronic formats:
 - Portable Document Format (.pdf)

3) **Submission of Only One Bid Per Stream**

- (i) A Bidder, including related entities, will be permitted to submit only one (1) bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with two (2) working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- (ii) A Bidder, including related entities, can submit bids on two Streams separately in response to this bid solicitation. **Bids must be submitted on the “per Stream” basis.** A completely separate bid, including Technical Bid, Financial Bid, Certifications and Other information, must clearly identify for which Stream it submits.

A Bidder may bid in one (1) or two (2) of the following Streams:

- Stream 1: English Essential
- Stream 2: French Essential

- (iii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc.), an entity will be considered to be “related” to a Bidder if:
 - A. they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - B. they are “related persons” or “affiliated persons” according to the *Canada Income Tax Act*;
 - C. the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - D. the entities otherwise do not deal with one another at arm’s length, or each of them does not deal at arm’s length with the same third party.
- (iv) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.



3.2 SECTION I: TECHNICAL BID

The technical bid consists of the following:

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

- 2) **Substantiation of Technical Compliance**

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

- 3) **Corporate Profile:** The Bidder is requested to provide a corporate profile, which should include an overview of the Bidder and any subcontractors, and/or authorized agents of the Bidder that would be involved in the performance of the work on the Bidder's behalf. The Bidder is requested to provide a brief description of its size, corporate structure, years in business, business activities, major customers, number of employees and their geographic presence. This information is requested for information purposes only and will not be evaluated.

3.3 SECTION II: FINANCIAL BID

- 1) **Pricing**

Bidders must submit their financial bid in accordance the Pricing Schedule provided in Attachment 3.2 of this bid solicitation. **Applicable Taxes must be shown separately, if applicable.** Unless otherwise indicated, Bidders must include a single, firm, all-inclusive price in Canadian dollars in each cell requiring an entry in the pricing tables.

The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

The all-inclusive price must be inclusive of all payroll, overhead costs, administration disbursements (e.g. internal business services, invoicing, timesheets, travel coordination, reporting, and other ancillary services to administer the contract, etc.), profits, and any other costs required for the Contractor to complete the work under any resulting contract. **Note: the all-inclusive price must not be quoted as a range.**



Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

2) **Electronic Payment of Invoices - Bid**

Direct Deposit (Domestic and International) is encouraged to be accepted for payment of invoices, however, acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3) **Exchange Rate Fluctuation**

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

3.4 SECTION III: CERTIFICATIONS

Bidders are to submit the certifications required under Part 5 that have not been included in the Technical Bid.



ATTACHMENT 3.1 – BID SUBMISSION FORM

BID SUBMISSION FORM	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]	
Jurisdiction of Contract: Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
Security Clearance Level of Bidder [include both the level and the date it was granted] [Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]	



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

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

Signature of Authorized Representative of Bidder

Signature of Authorized Representative of Bidder	
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ATTACHMENT 3.2 – PRICING SCHEDULE

Bidders must complete this pricing schedule (per Stream) and include it in its financial bid.

Stream 1: English Essential

For up to 2,000 concurrent users (Including beginner, intermediate, advanced)	All-inclusive Price (in CAD\$)
Initial Period: Contract Award to One Year Later	1A
Option Year 1	1B
Option Year 2	1C
Option Year 3	1D
Option Year 4	1E

Stream 2: French Essential

For up to 2,000 concurrent users (Including beginner, intermediate, advanced)	All-inclusive Price (in CAD\$)
Initial Period: Contract Award to One Year Later	2A
Option Year 1	2B
Option Year 2	2C
Option Year 3	2D
Option Year 4	2E

Note: Applicable taxes (if applicable) are extra and included in the resulting contract, but are not used for financial evaluation purpose.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 EVALUATION PROCEDURES

- 1) Bids will be evaluated in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- 2) An evaluation team composed of representatives of Statistics Canada will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- 3) In addition to any other time periods established in the bid solicitation:
 - i. **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two (2) working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - ii. **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled “Conduct of Evaluation” in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - A. verify any or all information provided by the Bidder in its bid; or
 - B. contact any or all references supplied by the Bidder (e.g., references named in bid proposal) to verify and validate any information submitted by the Bidder,
 - iii. **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 BASIS OF EVALUATION

- 1) Evaluation is based on a “rules of evidence” approach, such that the bid is the sole demonstration of the Bidder’s capacity to fulfill the requirement, as described within this RFP. No prior knowledge of or experience with the Bidder on the part of the Statistics Canada evaluation team will be taken into consideration.
- 2) To meet the requirements described herein, the experience of the Bidder must be work for which the Bidder provided services to clients exterior to the Bidder's own organization. Internal business development projects will not be accepted.

4.3 TECHNICAL EVALUATION

1) **Mandatory Criteria (MC)**

The Mandatory Criteria listed below will be evaluated on a simple pass/fail (i.e. compliant/non-compliant) basis. Proposals which fail to meet the any one of the Mandatory Criteria will be deemed non-responsive and given no further consideration.

Proposals must demonstrate compliance with all the following Mandatory Criteria and **MUST** provide the necessary documentation to support compliance. Bidders are requested to complete and submit with their bid proposal the chart below, identifying where in their bid submission the evidence can be found.



MC#	Mandatory Criteria (MC)	Proposal Page Number (to be completed by Bidder)
MC1	The proposed training platform MUST be for R and Python training, in an online, web-based, and self-led format.	
MC2	The proposed training platform MUST be Accessible. In line with the Statistics Canada’s responsibilities under the Accessible Canada Act and the Canadian Charter of Rights and Freedoms , the training platform MUST be fully accessible for persons with disabilities, in line with the Accessibility Principles applied via the WCAG 2.1 Accessibility Guidelines (Statistics Canada presently evaluates to WCAG 2.1 level AA). There MUST be no accessibility barriers to access and full usage of the training platform for any persons with any disability.	
MC3	The proposed training platform MUST have a distinction between training levels available to users, for example, beginner, intermediate, advanced levels of training, or other distinction methods.	
MC4	The proposed training platform MUST have a user “sandbox” feature to apply knowledge acquired from training to practice programming and testing code. “Sandbox” being defined as an interactive window that allows the user to write and compile code being taught in that lesson. The training platform “sandbox” MUST demonstrate clear outcomes/answers for each training module – Each module MUST provide clear outcomes for each exercise so that the users are able to compare their output with the expected output from the training module.	
MC5	The proposed training platform MUST have reporting and analytics tool to track learner progress.	
MC6-1	(For Stream 1 only) The proposed training platform MUST provide R and Python course materials in English on at least three learning levels (beginner, intermediate, advanced)	
MC6-2	(For Stream 2 only) The proposed training platform MUST provide R and Python course materials in French on at least three learning levels (beginner, intermediate, advanced)	

2) **Rated Criteria (RC)**

The Bidder meeting all above Mandatory Criteria will be evaluated and point rated against the following Rated Criteria, using the evaluation factors and weighting indicators specified for each criterion. The Bidder who fails to obtain the minimum points specified below will be declared non-responsive.



Proposals must demonstrate how the Rated Criteria is met and provide the necessary documentation to support in order to be scored.

Bidder maximum rated points: 92 points

Minimum points: 50% of total points = 46 points

RC#	Rated Criteria	Max Points	Proposal Page Number (to be completed by Bidder)
RC1	<p>The training platform includes content to suit the following learning styles:</p> <ul style="list-style-type: none"> • Simulations = 10 points • Voice over videos = 5 points • Audio recordings= 3 points • Text-based material = 2 points 	20	
RC2	<p>The training platform provides the following user supports:</p> <ul style="list-style-type: none"> • Live customer support = 5 points • Chatbot = 3 points • Support resources and documentation = 2 points 	10	
RC3	<p>The training platform has ability to track changes in software versions available/released.</p> <p>The Bidder can demonstrate this ability by providing at least two (2) examples of updating course materials within three (3) months when major updates become available.</p> <ul style="list-style-type: none"> • 2 examples provided = 2 points • 3-4 examples provided = 5 points • 5+ examples provided = 10 points 	10	
RC4	<p>The training platform provides training completion certificate for learners. To obtain the score, the Bidder must provide a sample certificate.</p>	2	
RC5	<p>The training platform provides notifications to users regarding website releases (versions).</p>	5	
RC6	<p>The training platform has features to group users for the purpose of generating a progress report at a group level rather than individual users.</p>	10	



RC#	Rated Criteria	Max Points	Proposal Page Number (to be completed by Bidder)
RC7	The training platform offers courses that demonstrate how R and Python access and interact with other technologies: <ul style="list-style-type: none"> • GITlab = 3 points • SPARK = 2 points 	5	
RC8	The training platform has proven history of supporting larger number of simultaneous users. <ul style="list-style-type: none"> • 1000 users or more = 10 points • 500-999 users = 5 points • Under 500 users = 2 points 	10	
RC9	The training platform, within the most recent 5 years, has proven history of supporting multiple clients with over 500 users. <ul style="list-style-type: none"> • 5+ clients = 10 points • 3-4 clients = 5 points • 2 clients or less = 2 points 	10	
RC10	The training platform is offered in a completely bilingual (English and French) format.	10	
Total maximum rated points		92	
Minimum points required (50%)		46	

4.4 FINANCIAL EVALUATION

The financial evaluation will be conducted using the price provided by the responsive bid(s). Only the bids that are determined technically responsive will be conducted in financial evaluation.

Bidders must submit their financial bid in accordance the Pricing Schedule provided in Attachment 3.2 of this bid solicitation.

The following formula will be used for financial evaluation purpose:

Stream 1: Bidder's evaluated price = 1A + 1B + 1C + 1D + 1E

Stream 2: Bidder's evaluated price = 2A + 2B + 2C + 2D + 2E

4.5 BASIS OF SELECTION

Highest Combined Rating of Technical Merit (70%) and Price (30%)

A bid (per Stream) must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.

- 1) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 70 while the greatest possible Total Financial Score is 30.



Calculation of Total Technical Score: The Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:

$$\frac{\text{Technical Score}}{\text{Maximum Technical Points}} \times 70 = \text{Total Technical Score}$$

Calculation of Total Financial Score: The Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:

$$\frac{\text{Lowest Financial Evaluated Price}}{\text{The Bidder's Financial Evaluated Price}} \times 30 = \text{Total Financial Score}$$

Calculation of the Total Bidder Score: The Total Bidder Score will be computed for each responsive bid in accordance with the following formula:

Total Bidder Score = Total Technical Score + Total Financial Score

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 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating 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
	Pricing Score	45/55 x 30 = 24.55	45/50 x 30 = 27.00	45/45 x 30 = 30
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

- 2) In the event of identical Total Bidder Scores occurring, then the bid with the highest Total Technical Score will become the top-ranked Bidder.
- 3) For each Stream, one (1) contract may be awarded in total as a result of this bid solicitation.
- 4) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.



PART 5 – CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted in accordance with the articles below.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. 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 Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority for additional information will also render the bid non-responsive or constitute a default under the contract.

5.1 CERTIFICATIONS REQUIRED WITH BID

Bidders must submit the following duly completed certification(s) as part of their bid. Failure to provide the certificates below may result in the bid being declared non-responsive.

1) Integrity Provisions – Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/documents/formulaire-form-eng.pdf>), to be given further consideration in the procurement process.



PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

N/A



PART 7 – RESULTING CONTRACT CLAUSES

The following clauses 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”.

1) Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option periods to acquire the goods, services or both described at Annex “A” of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

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) issued by Public Works and Government Services Canada (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>).

General Conditions

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

7.3 SECURITY REQUIREMENT

There is no security requirement applicable to the Contract.

7.4 TERM OF CONTRACT

7.4.1 Period of the Contract

The period of the Contract is from date of contract award to _____ 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 **four (4) additional one-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 the 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 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:

Shuo Chen
Coordinator, Acquisitions and Contracts
Procurement, Systems and Controls Division
Statistics Canada
Address: 150 Tunney’s Pasture Driveway, Ottawa ON K1A 0T6
Telephone: 343-573-8056
E-mail address: shuo.chen@statcan.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 :
Organization :
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: ____ - ____ - _____
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 web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 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 price of \$ _____ (*insert amount at contract award*), as specified in contract. 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 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

7.7.3 Method of Payment - Monthly Payment

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.

7.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.8 INVOICING INSTRUCTIONS

Invoices must be distributed as follows:

- 1) The Contractor must submit invoices in accordance with the information required in the General Conditions. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- 2) By submitting invoices the Contractor is certifying that the goods and services identified on the invoice have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- 3) Invoices must be distributed as follows:
One (1) electronic copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the contract. One (1) electronic copy must also be forwarded to the address below for certification and payment.

Email: financecounter@statcan.gc.ca



7.9 CERTIFICATIONS

7.9.1 Compliance

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

7.10 APPLICABLE LAWS

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

7.11 PRIORITY OF DOCUMENTS

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

- 1) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- 2) [2035](#) (2022-12-01) General conditions: Higher Complexity - Services;
- 3) Annex A, Statement of Work- Annex A;
- 4) Annex B, Basis of Payment;
- 5) the Contractor's bid dated _____ (*insert date of bid*).

7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

Note to Bidders: *Either this clause or the one that follows, whichever applies (based on whether the successful Bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

7.12 FOREIGN NATIONALS (FOREIGN CONTRACTOR)

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

7.13 INSURANCE REQUIREMENTS

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

7.14 LIMITATION OF LIABILITY – INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

- 1) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor



is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

2) First Party Liability

- i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - A. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
 - B. physical injury, including death.
- ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
- iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.
- v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:
 - A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.
- vi. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

3) Third Party Claims

- i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.



- ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

7.15 DISPUTE RESOLUTION

- 1) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- 2) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- 3) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- 4) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

7.16 SAFEGUARDING ELECTRONIC MEDIA

- 1) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- 2) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.17 REPRESENTATIONS AND WARRANTIES

The Contractor made statements regarding its own and its proposed resources experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.



7.18 CONTRACT ADMINISTRATION

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the Procurement Ombudsman Regulations or visit the OPO website.



ANNEX A - STATEMENT OF WORK

SW 1 TITLE

R and Python related Training Platform Requirements

SW 2 BACKGROUND

As part of this enabling enterprise architecture, Statistics Canada needs to implement a long-term solution to support the statistical program's cloud statistical processing and analysis using Open-Source programming languages (R and Python) and open data formats (such as Apache Parquet).

Considering its rapid transition towards open-source programming, Statistics Canada requires access to learning platform/tool to provide an effective, efficient, and an immersive training platform that will facilitate the data-related training of its employees. The Agency is moving to R and Python and requires a learning platform/interactive and immersive training tool to start training our users/employees.

SW 3 OBJECTIVES

To achieve the above purpose,

- a new learning strategy is needed for Statistics Canada users, to high-quality training in open-source programming languages such as: R and Python.
- Statistics Canada is seeking the services of external web-based, e-learning vendors to provide a training/learning platform for our users to learn R and Python.
- as part of our migration planning into R and Python, we require the ability to track training progress of users across Statistics Canada and to address outstanding training/learning needs that could be derived from citizen development.
- Our goal is to ensure our users receive the proper training from beginner, intermediate to advanced levels, and to feel supported and well prepared for this migration.

SW 4 PROJECT REQUIREMENTS

The designated training platform must:

- Provide the R and Python training, in an online, web-based, and self-led format
- Provide an accessible training platform/tool for up to 2,000 concurrent users.
- Provide a training material/plan for various levels of learning (beginner, intermediate, advanced).
- Provide training interface and material in English (Stream 1) and French (Stream 2).
- Provide an interactive training environment as well as a user sandbox feature, where users have hands on ability to code and test code, for example, include a live window that can compile code and offer suggestions on how to improve.
- Provide the Project Authority the tool to track user training progress and produce management reports on training progress.

SW 5 TASKS

The following is a description of the work to be completed by the Contractor:

- Provide an approved training platform/tool based on outlined requirements.
- Provide instructions for users on account creation, instructions to access the training platform/tool, instructions for levels of experience (i.e., beginner, intermediate, advanced); provide instructions for user support
- Provide updates to course materials to include modern versions/key libraries



- Provide indication when updates or versions have been released
- Provide the ability to track user training progress via platform/tool analytics and reporting.
- Provide the PA with instructions on how to generate reports
- Provide a demo of the training tool on MS teams
- Provide access to PA for exploration ahead of launching training to users' agency wide

SW 6 DELIVERABLES

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory or require their correction before payment will be authorized.

SW 7 CONSTRAINTS

Training must be accessible to those with disabilities, in line with the [Accessibility Principles](#) applied via the [WCAG 2.1 Accessibility Guidelines](#) (Statistics Canada presently evaluates to WCAG 2.1 level AA)

SW 8 REPORTING REQUIREMENTS

To ensure that the deliverables of this Contract are relevant to current business needs, it is essential that the Project Authority and the Contractor work collaboratively:

1. An initial meeting for general discussion about the work to be done for users before launching the platform for use.
2. The Contractor will meet in person or by telephone with the Project Authority, or their delegate, for one hour every week, or more often by mutual agreement.
3. The Project Authority, or their delegate, will be available to review the platform/tool in advance to officially launching its use across the department, to explore/ask questions/get clarity on the platform to communicate key information to users in advance if needed.
4. Communication to be provided to users:
 - i. Communication plans on basic user access and instructions must be provided to users at least one week in advance of launching the platform.
 - ii. Communication plans regarding planned platform outages, maintenance, down time, version releases will be provided at least 3 working days in advance.
 - iii. Notifications accessible in the training tool for users to see outages and version releases.
 - iv. Communication plans regarding unplanned long term platform issues including expected resolution must be communicated within 1 day of the disruption in order for PA to provide communication to users.

SW 9 CONTRACTOR'S OBLIGATIONS

In addition to the obligations outlined in SW 4 of this Statement of Work, the Contractor shall:

1. document exchange and correspondence concerning the project in electronic format, via email.
2. submit all written documentation in hard copy and electronic Microsoft Office Word, PowerPoint or Excel format.
3. participate in teleconferences/video conferences, as needed.

SW 10 LOCATION OF WORK

R and Python trainings are online, or web based.



ANNEX B - BASIS OF PAYMENT

The Contractor will be paid a firm price for a cost of \$_____ (*insert the amount at contract award*).
Customs duties are included, and Applicable Taxes are extra.

Stream 1: English Essential

For up to 2,000 concurrent users (Including beginner, intermediate, advanced)	All-inclusive Costs (in CAD\$)
Initial Period: Contract Award to One Year Later	
Option Year 1	
Option Year 2	
Option Year 3	
Option Year 4	

Stream 2: French Essential

For up to 2,000 concurrent users (Including beginner, intermediate, advanced)	All-inclusive Costs (in CAD\$)
Initial Period: Contract Award to One Year Later	
Option Year 1	
Option Year 2	
Option Year 3	
Option Year 4	