

## PWGSC Learning Services SO/SA Overview

The Government of Canada purchases professional services through contract vehicles such as standing offers (SO) and supply arrangements (SA). In some cases, the use of an SO or SA is mandatory.

The Learning Services SO and SA are the two mandatory contract vehicles for contracts related to the design, development and delivery of a range of learning services including traditional classroom learning, blended learning and eLearning.

Description	Solicitation Highlights
<p><b>PWGSC Learning Services SO and SA</b></p> <p>The Learning Services SO/SA comprises two mandatory procurement tools for most purchases of learning services to be provided to locations across Canada. It includes all aspects of the design, development and delivery of classroom learning, blended learning and eLearning product development. In general, the provision of services involves the development and delivery of government-owned materials.</p> <p>The Learning Services SO/SA includes the streams and categories listed in Attachment #1.</p> <p>By qualifying for the Learning Services SA, your firm becomes eligible to provide learning services to the federal government for contracts valued over \$106,000 (NAFTA threshold). The Learning Services SA is for contracts of any dollar value, typically awarded using a best value (technical + financial) evaluation. There are two tiers for the supply arrangement:</p> <ul style="list-style-type: none"> <li>• Tier 1: Contracts from \$106,000 to \$3,750,000</li> <li>• Tier 2: Contracts over \$3,750,000</li> </ul> <p>The Learning Services SO is for contracts of any dollar value, up to \$250,000, to be awarded on a ranked (low cost) right of first refusal basis.</p>	<p>The Learning Services SA is currently open for bids. Bids are evaluated periodically. Due dates in 2019 are: April 29, 2019, August 9, 2019 and November 29, 2019. The solicitation can be found at:  <a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZH-155-34569">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZH-155-34569</a>.</p> <p><u>Key Requirements:</u></p> <ul style="list-style-type: none"> <li>• Three years in business</li> <li>• A minimum dollar value of billed services relevant to each proposed stream (the amount varies, please see Attachment #1 for details of stream-specific requirements)</li> <li>• A reference for each category (role) being offered (organization, client name/title, contact information, contract number and project title)</li> <li>• Security clearance (prior to SA award)</li> </ul> <p>A proposal requires both an email submission (to be provided when requested) and the entry of data into the Centralized Professional Services System (CPSS).</p>

### TPC Proposal Support Packages for Learning Services

Level of Support	Services Included	Cost (HST or GST Extra)
Full Turnkey Support	<ul style="list-style-type: none"> <li>• Request for Standing Offer/Supply Arrangement (RFSOSA) review and amendment monitoring</li> <li>• Coaching and consultation throughout the proposal development effort</li> <li>• Easy-to-use Information Collection templates</li> <li>• Preparation of all aspects of the proposal, including writing contract descriptions (if required) based on the information provided and any follow-up discussions/interviews</li> <li>• Entry of data to the CPSS system and support for the follow-on email request</li> <li>• A 1-hour meeting or remote session to enter and/or review the online portions of the proposal</li> </ul>	<p>Contact  <a href="mailto:info@theproposalcentre.ca">info@theproposalcentre.ca</a>            today for a quote</p>

## Attachment #1 - Learning Services Stream Details

Stream	Categories	Stream Specific RFSA Requirements
<b>Stream 1</b> Strategic Learning Advisory Services	<ul style="list-style-type: none"> <li>• Learning Advisor</li> </ul>	Minimum dollar value billed of \$150,000 for work related to the stream within the last three years.
<b>Stream 2</b> Instructional Design and Development	<ul style="list-style-type: none"> <li>• Learning Designer</li> <li>• Content Subject Matter Expert</li> <li>• Technical Writer</li> </ul>	Minimum dollar value billed of \$150,000 for work related to the stream within the last three years.
<b>Stream 3</b> Custom and Rapid Learning Product Programming	<ul style="list-style-type: none"> <li>• Advisor in e-Learning and Learning Technology</li> <li>• Custom eLearning Product Programmer</li> <li>• Rapid eLearning Programmer</li> <li>• Quality Assurance Specialist</li> <li>• Tester</li> </ul>	Minimum dollar value billed of \$150,000 for work related to the stream within the last three years.
<b>Stream 4</b> Multimedia Design and Development	<ul style="list-style-type: none"> <li>• Graphic Designer</li> <li>• Photographer</li> <li>• Animator</li> <li>• Video Producer</li> <li>• Audio Producer</li> <li>• Multimedia Director</li> <li>• Narrator</li> </ul>	Minimum dollar value billed of \$150,000 for work related to the stream within the last three years.
<b>Stream 5</b> Training Delivery	<ul style="list-style-type: none"> <li>• Instructor               <ul style="list-style-type: none"> <li>○ General (subject area to be identified in the resulting call-up or bid solicitation)</li> <li>○ Human Resources</li> <li>○ Finance</li> <li>○ Health Services</li> <li>○ Military Occupation Training</li> <li>○ Management Skills</li> <li>○ Public Safety</li> <li>○ Health &amp; Safety</li> <li>○ Leadership Development</li> <li>○ Change Management</li> <li>○ Career Counselling</li> <li>○ Environment</li> <li>○ Energy Management</li> <li>○ Project Management</li> <li>○ Information Technology</li> </ul> </li> <li>• Training Facilitator</li> </ul>	Minimum dollar value billed of \$150,000 for work related to the stream within the last three years.
<b>Stream 6</b> Training Evaluation Services	<ul style="list-style-type: none"> <li>• Evaluator</li> </ul>	Minimum dollar value billed of <u>\$50,000</u> for work related to the stream within the last three years.
<b>Stream 7</b> Project Management	<ul style="list-style-type: none"> <li>• Project Manager</li> </ul>	Minimum dollar value billed of \$150,000 for work related to the stream within the last three years.