RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

Revision to a Request for a Standing Offer
Révision à une demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Training and Specialized Services Division/Division de la formation et des services spécialisés
11 Laurier St. / 11, rue Laurier
10C1, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet LEARNING SERVICES	
Solicitation No. - N° de l'invitation E60ZH-070003/C	**Date** 2012-04-12
Client Reference No. - N° de référence du client E60ZH-070003	**Amendment No. - N° modif.** 010
File No. - N° de dossier 103zh.E60ZH-070003	**CCC No./N° CCC - FMS No./N° VME**
GETS Reference No. - N° de référence de SEAG PW-$$ZH-103-23758	
Date of Original Request for Standing Offer / Date de la demande de l'offre à commandes originale	2012-02-22
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-04-30	**Time Zone / Fuseau horaire** Eastern Daylight Saving Time EDT
Address Enquiries to: - Adresser toutes questions à: Henry, Matthew	**Buyer Id - Id de l'acheteur** 103zh
Telephone No. - N° de téléphone (819) 956-6440 ( )	**FAX No. - N° de FAX** (819) 956-2675
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: / Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required / Accusé de réception requis	**Yes - Oui** ☐	**No - Non** ☐
The Offeror hereby acknowledges this revision to its Offer. / Le proposant constate, par la présente, cette révision à son offre.		
Signature	**Date**	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

Canada

In accordance with Part 2 - Article 3 - Enquiries - Request for Bids, these questions and their corresponding answers are provided to all Bidders.

SECTION A - QUESTIONS AND ANSWERS

Question 88

Item 1: Technical Response Template
Answer 24, in Amendment 003 states that "bidders are free to present their technical response in their own format" to complete the 'Technical Response Template'. This guidance still retains ambiguity. Does this mean bidders may use, for example, MS Word (.doc) format? Or, are bidders' responses limited to MS Excel (.xls) format only using a layout of their own choosing?

Answer 88

Bidders may either use the Suggested Technical Response Template (using MS Excel) or submit their technical bid using a different layout using either MS Word or MS Excel.

PWGSC uses MS Word 2000 and MS Excel 2000.

Question 89

Considering the large volume of questions-responses and amendments to the above solicitation, is it possible to obtain a further extension of the deadline for bids of another 2-3 weeks? The complexity and difficulty in keeping track of all the changes and references is making it very difficult to put a bid together which will contain no errors.

Answer 89

An extension has been granted to April 30, 2012.

Question 90

Given the number of communiqués on the solicitation, one as recently as April 4th, we respectfully recommend and request that the due date be extended by 10 additional business days. With this extension, bidders will have time to read and fully comprehend the communiqués, and prepare or modify their responses to reflect the full intent and requirements of the Solicitation as it stands now. It can be expected, then, that reviewers will receive more proposals which adequately meet all requirements and consequently the government will have a good pool of resources to draw upon in the coming year.

Answer 90

An extension has been granted to April 30, 2012.

Question 91

We would like to clarify our understanding of two parts of the Attachment B Standing Offer Technical Evaluation. Specifically, page 22 of the RFSO/SA, section M.2 (a) Stream 1 - Strategic Learning Advisory Services, sub criteria e., "Project Value - total amount invoiced in Instructional Design and Development costs for the project". Since this stream is intended for advisory services, shouldn't the criteria read as follows: "total amount invoiced in Strategic Advisory Services for Training for the project"?

Answer 91

Yes, that is correct. See amendment A.22 below.

Question 92

Similarly, on page 23 of the RFSO/SA, in section M.2 (b) 2) v. "Project Value - total amount invoiced in Instructional Design and Development costs for the project". Since this part of Stream 2 is intended for Technical Writing services, shouldn't the criteria read as follows: "total amount invoiced in Technical Writing services for the project"?

Answer 92

Yes, that is correct. See amendment A.23 below.

Question 93

RE: Technical Response Template
Could you clarify how each specific Description of criteria and sub-criteria is denoted on the spreadsheet? There is no cell, roll, or column specifically identified for entering criteria description. Can the criteria or sub-criteria be entered in the project Number column and then each of the rows below completed to provide the required information for each project pertaining to that particular criteria or sub-criteria?

Answer 93

For Streams where there are multiple evaluation criteria, such as Stream 2, it is suggested when using the Suggested Response Template that bidders replicate the table provided as many times as needed, and add a row above each table indicating which criteria the table is applicable to.

Question 94

Reference Attachment F, Financial Template.

With respect to the Summary of All Resource Categories, Total Evaluated Cost., are we expected to enter:

- accumulated per diem cost of a junior, intermediate and Senior Instructor
- Accumulated per diem cost of junior, intermediate and senior instructor divided by three
- Or some other method.

Answer 94

For Stream 8, with respect to the Summary of All Resource Categories, Total Evaluated Cost does not require any inputs, as this information is provided via cell reference.

Question 95

If we plan to submit only senior instructors, would we enter the senior instructor per diem only?

Answer 95

Bidders need to provide a firm all-inclusive per diem rate for all levels of expertise. See Attachment D - Standing Offer Financial Evaluation for more information.

Question 96

Are you expecting bidders in addition to the various forms and templates provided that we also submit a document which illustrates our understanding and concurrency with the solicitation document itself referencing pages 1-142?

Answer 96

All the requirements are outlined within the solicitation document.

Question 97

Is a new PBN mandatory in a Joint Venture (JV)? Or can we use the JV representatives PBN instead?

Answer 97

As per clause 16. Joint Venture of the Standard Instructions on page 54 of 136, Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:

(b) the Procurement Business Number (PBN) of each member of the joint venture and the PBN of the joint venture itself;

Question 98

It is difficult to evaluate a per diem rate across Canada since we are based in Ottawa.

A course delivered in Vancouver, for example, will have a significant difference in the rate if the travel costs are spread in a 3 days course or in a 10 days course. Should the per diem be all inclusive of the travel cost?

Answer 98

See the answer to Question 86 in Amendment 009.

Question 99

For stream 8, for example, if we would like to apply as instructor in Human Resources and Finance, do we need to prove the billing of 150 000.00$ of contracts for each category, example: $150 000.00 of contracts in Finance and $150 000.00 of contracts in Human Resources, or is it cumulative for all categories?

Answer 99

See the Answer to Question 36 in Amendment 006.

SECTION B - AMENDMENT(S) TO SOLICITATION

REASON FOR AMENDMENT

A.22 **Delete** M.2(a) in Attachment B - Standing Offer Technical Evaluation and Attachment C - Supply Arrangement Technical Evaluation in its entirety and **replace** with the following:

M.2(a)	**Stream 1 – Strategic Learning Advisory Services**	
	The Offeror / Supplier must have billed a total cumulative dollar value of $**150,000** (GST/HST excluded) in Strategic Advisory Services for Training similar in nature to those described in Annex "A" Requirements to Outside Clients** within the last five (5) years (as of bid posting). The following information **must**, as a minimum, be provided: a. Name of the Joint-venture member for the referenced project (if applicable); b. Name of Client Organization; c. Brief description of the Scope and Objective of the project to clearly show relevancy of the project; d. Start and End dates of the project (from-to dates in month/year). If the project was completed in the month/year that the RFSO / RFSA is closing, provide day/month/year to demonstrate that the project is completed at the date of your Offer or the bid closing date whichever comes first; and	The following information **should,** as a minimum, be provided for each of the projects cited: a. Name of the client reference; and b. Telephone number, fax number, and e-mail address of the client reference.

	e. Project value – total amount invoiced in Strategic Advisory Services for Training costs for the project.	

A.23 **Delete** M.2(b)(2) in Attachment B - Standing Offer Technical Evaluation and Attachment C - Supply Arrangement Technical Evaluation in its entirety and **replace** with the following:

2)	The Offeror / Supplier must have billed a total cumulative dollar value of $**100,000** (GST/HST excluded) in Technical Writing services similar in nature to those described in Annex "A" Requirements to Outside Clients** within the last five (5) years (as of bid posting). The following information **must**, as a minimum, be provided: i. Name of the Joint-venture member for the referenced project (if applicable); ii. Name of Client Organization; iii. Brief description of the Scope and Objective of the project to clearly show relevancy of the project; iv. Start and End dates of the project (from-to dates in month/year). If the project was completed in the month/year that the RFSO / RFSA is closing, provide day/month/year to demonstrate that the project is completed at the date of your Offer or the bid closing date whichever comes first; and v. Project value – total amount invoiced in Technical Writing costs for the project.	The following information **should,** as a minimum, be provided for each of the projects cited: a. Name of the client reference; b. Telephone number, fax number, and e-mail address of the client reference.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

NOTICE TO BIDDERS

Any Bid already submitted may be amended prior to the closing date specified at page 1 of this RFP. Any amending correspondence should be addressed to the Bid Receiving Unit, at the address indicated on the RFP, and the envelope should bear a reference to the solicitation number and the closing date.